Fingerprint Time Attendance Software Manual

User Manual

Rev: E2.1.0

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Software Installation Wizard

1) If your computer's system is the Windows XP system, then it must be installed the Microsoft .NET Framework 2.0. The Check.exe, below the **Framework Folder** in the Operation and Installation Disk, can automatically check the installation of the Framework.

2) If there is no **Microsoft Windows Installer 3.1 version** suggested in the process of the install，Please find the upgrading patch corresponding to the system in the Folder of "Windows Installer", install it and try again.

3) Directly delete the RAMS folder after installation if it needs to unload the RAMS.

4) The installation folder of the RAMS System is the Folder Setup.exe that below the RAMS directory in the Installation Disk.

Chapter 1: System Functional Properties

The RAMS Access Control & Time Attendance Management System, with the comprehensive performances such as the User Management, device management, attendance management access-control management and others, have been being continuously improved and updated.

System Functional Properties:

1）The personnel and device management possess intelligent interaction.

2）The device management possesses asynchronously operational processing capacities.

3）The access control management possesses the intelligently real-time operating capacities.

4）The attendance management can assess, suggest and feedback intelligently.

5）The system maintenance possesses the functions of abnormal catch-up, break-down protection and intelligent backup DB.

Chapter 2: System Requirements

2.1. Hardware Requirements

- CPU: above 1 GHz
- Memory: above 256MB
- Hard disk: The available data space of the hard disk must above 2 GB (require larger storage space as the increase in the attendance recorded data)
- Communication Port:

A. **RS232/485**: one COM port (if there is no COM port, it needs USB/COM converter cable)

B. **TCP/IP**: the port that connect the Local network and the ether-net one.

C. **USB**: Support the computer with USB port.

2.2. Operation Environments

Operation system: Windows XP, Windows Vista, Windows Server 2003/2008, Windows 7.

Note:

The Microsoft .NET Framework 2.0 needs the support of the Windows XP, Windows 2003 (it is contained in the software installation Disk)

Chapter 3: Software Installation

3.1 software installation

1. Run the set up file

1) Run the setup.exe file (If your PC system is windows7, please right click “run as administrator” to run install the software.). → choose the install path, it’s recommended that install the software under the non-System Disk. (It’s defaulted to the Disk D.). → click “Install”.

2. It will check if your PC system already installed the Micorsoft.NET Framework during the installation. If not, it will install it automatically.

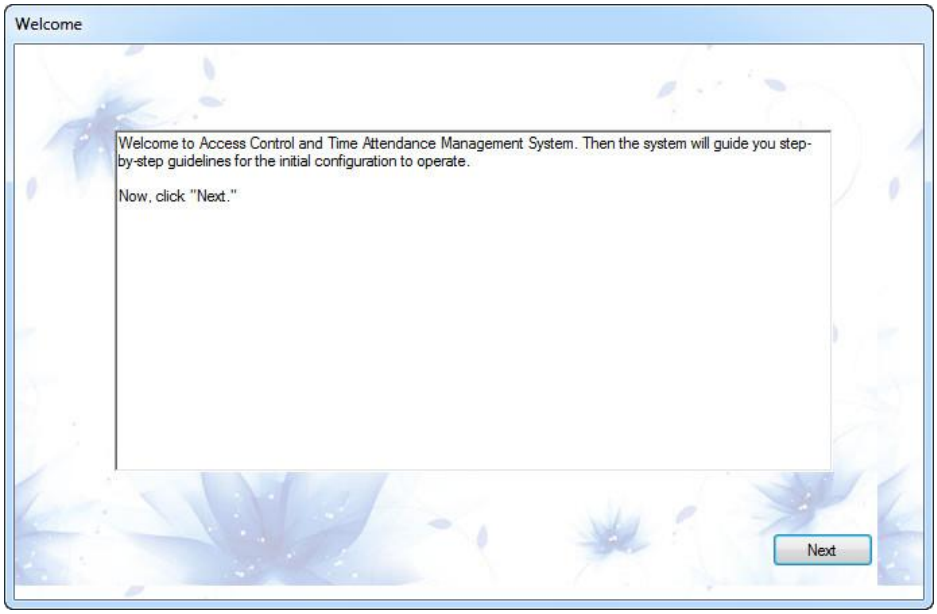
3. When finish the installation, there’s a shortcut of the software on your desktop.

3.2 uninstall the software

If you need to uninstall the software, just go to the installation path to delete the RAMS folder.

3.3 First use after installation

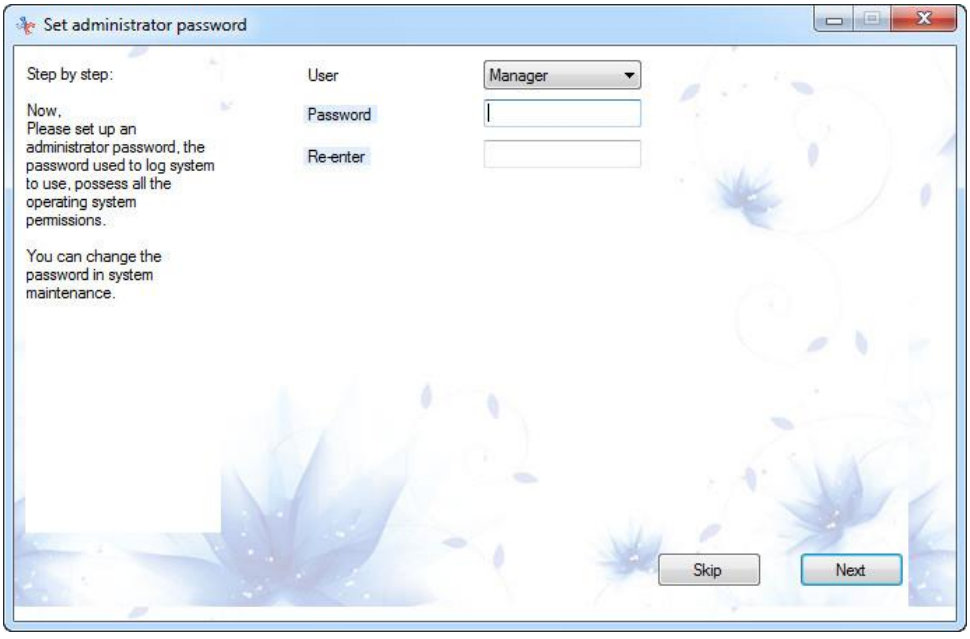
→ Right click “run as administrator” to open the software:


Welcome
Welcome to Access Control and Time Attendance Management System. Then the system will guide you step-by-step guidelines for the initial configuration to operate.
Now, click "Next."
Next

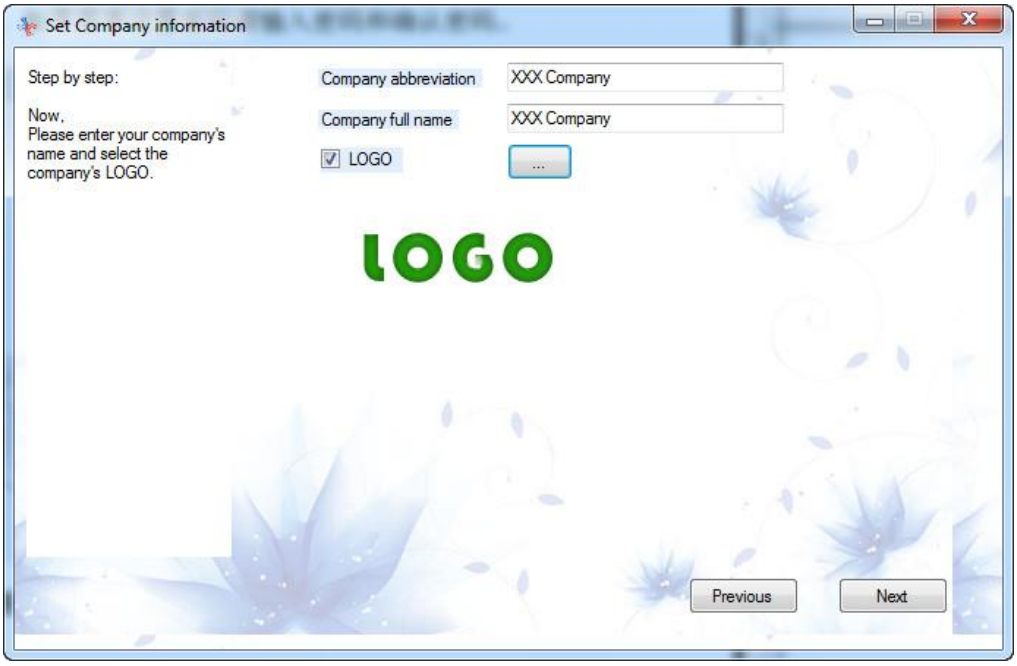
Click “Next” to the following window:

(Note: for the following settings, you could close this window and skip to the homepage of the software. You could enter the “Maintenance” to modify the password, company info, and enter “Attendance manage” to set the company attendance rule and such.

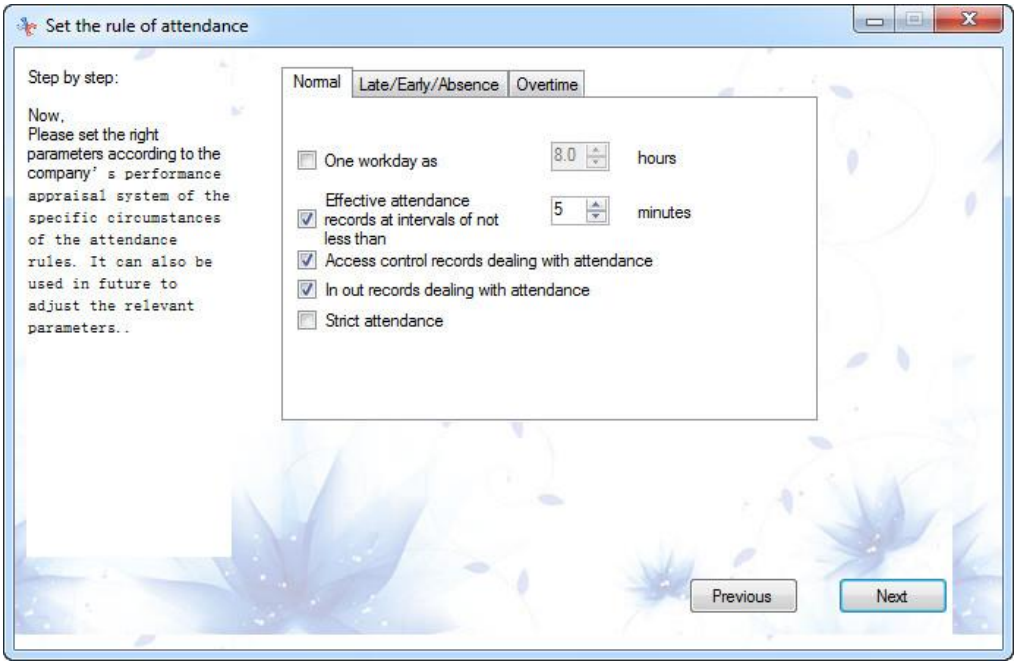
It’s recommended that we learn how to use the software first, then we set the attendance rules according to the company working rules.)



In this window, you could set the password to enter the software. And click “Next” to set the company info:

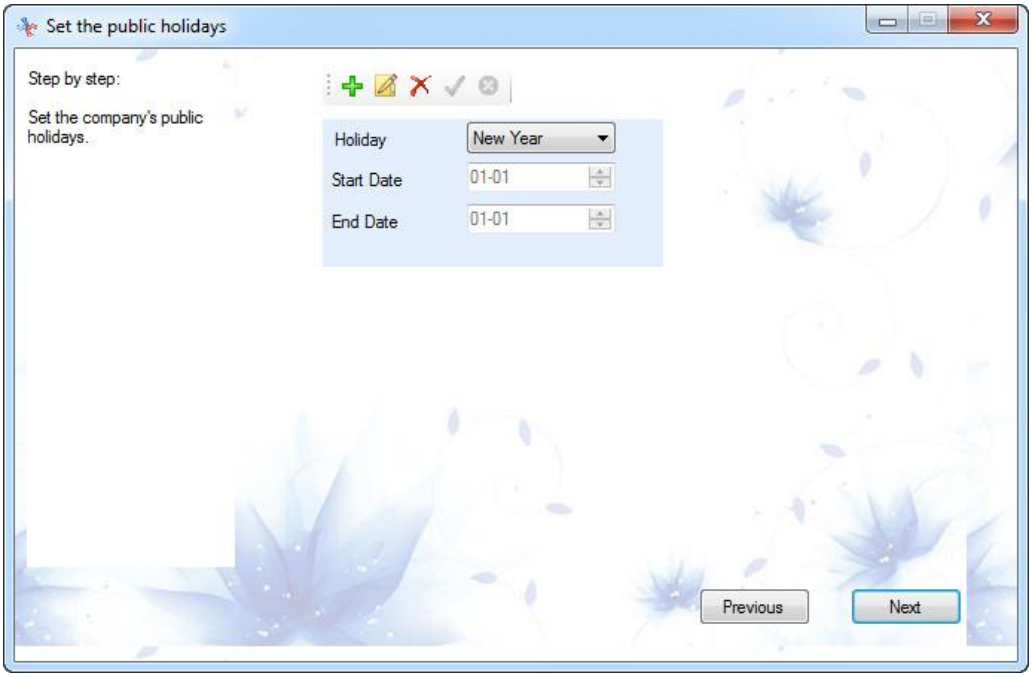


In this window, you could add the company name and logo to the software. Click “Next” to the following:


Set the rule of attendance
Step by step:
Now,
Please set the right parameters according to the company' s performance appraisal system of the specific circumstances of the attendance rules. It can also be used in future to adjust the relevant parameters..
Normal
Late/Early/Absence
Overtime
One workday as
8.0
hours
Effective attendance records at intervals of not less than
5
minutes
Access control records dealing with attendance
In out records dealing with attendance
Strict attendance
Previous
Next

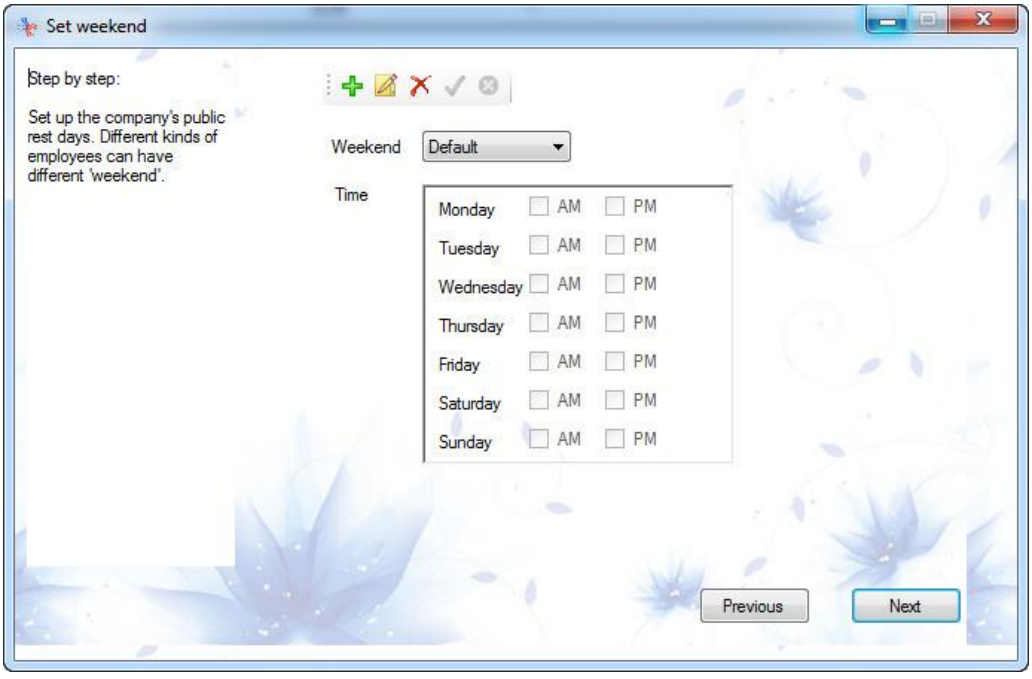
In this Attendance Rule setting, you could set the attendance rule according to your company working rules.

Click “Next” to the following:



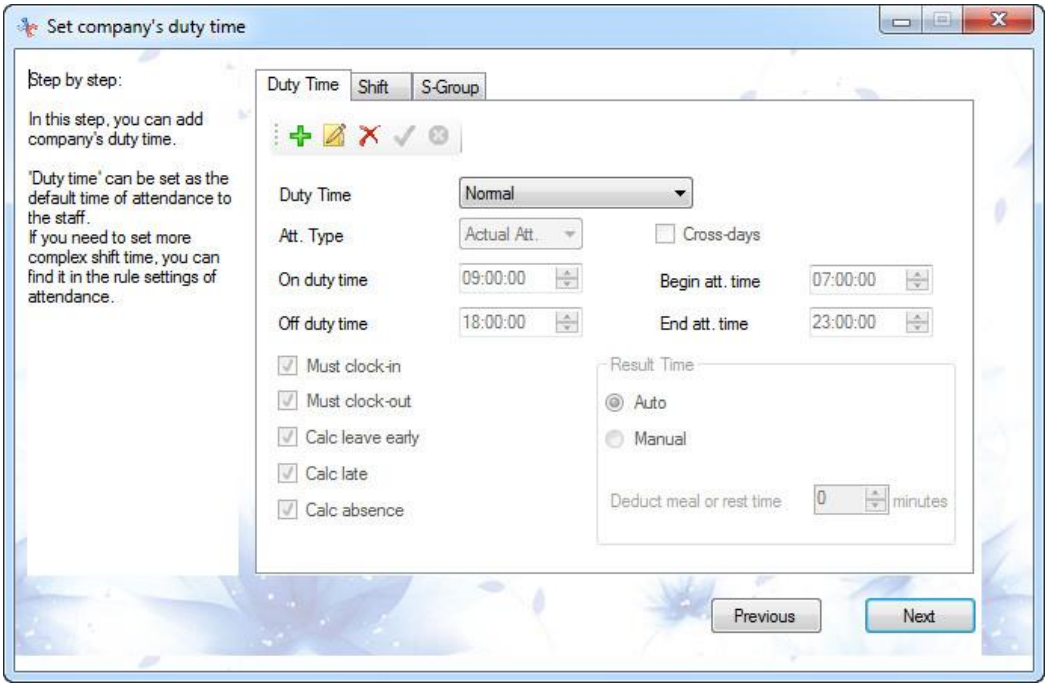
In this window, you could set the holiday rules.

Click “Next” to the following:



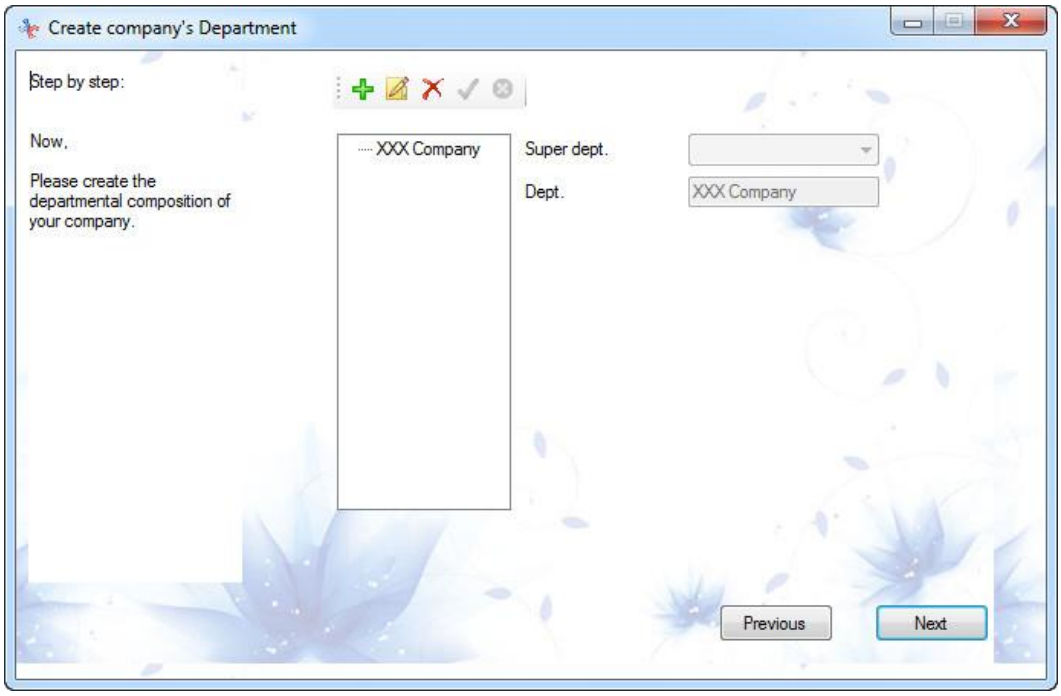
We could set the weekend rules in this window.

Click “Next” to the following:



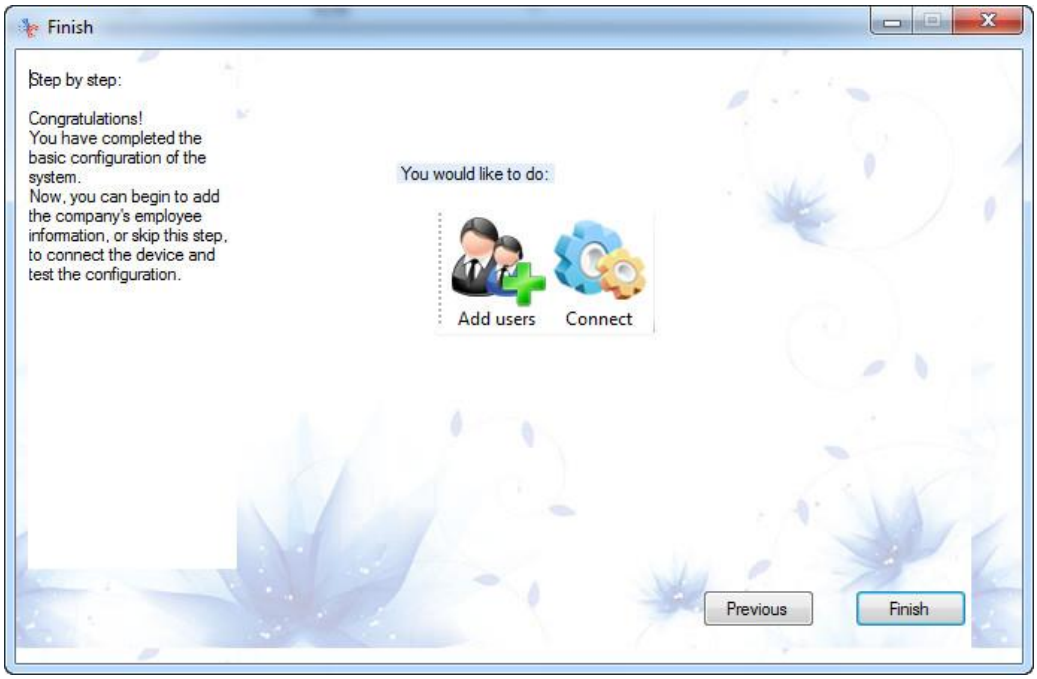
In this window, we could set the duty time, the software's calculation depends on this duty time.

Click "Next" to the following:



In this window, we could add the department name to the software.

Click "Next" to the following:


Finish
Step by step:
Congratulations!
You have completed the basic configuration of the system.
Now, you can begin to add the company's employee information, or skip this step, to connect the device and test the configuration.
You would like to do:
Add users
Connect
Previous
Finish

Click “Finish” to the homepage of the software.

Chapter 4: Descriptions for the Software functions

4.1 User Management

User Management includes: 【User】,【Syn. User】,【USB. User】.

4.1.1 User

【User】: We could add & modify & view the employee info. Such as: department, ID, name, enroll ID, gender, default attendance rule, Card No., password, identification No., entry date, attendance rule, etc.

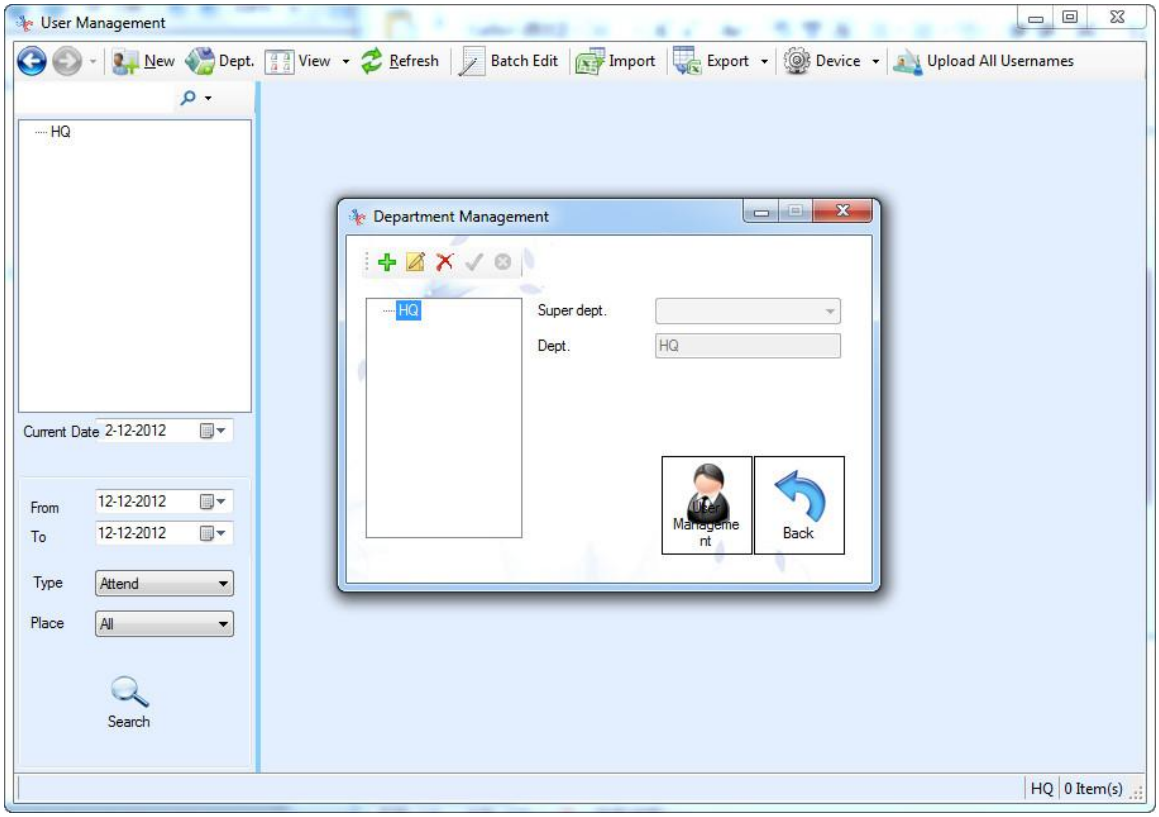
4.1.1.1 **Add department info**

First of all, we need to add the department info in the User Management window, if your company doesn't have any department, just skip "Add department info" steps:

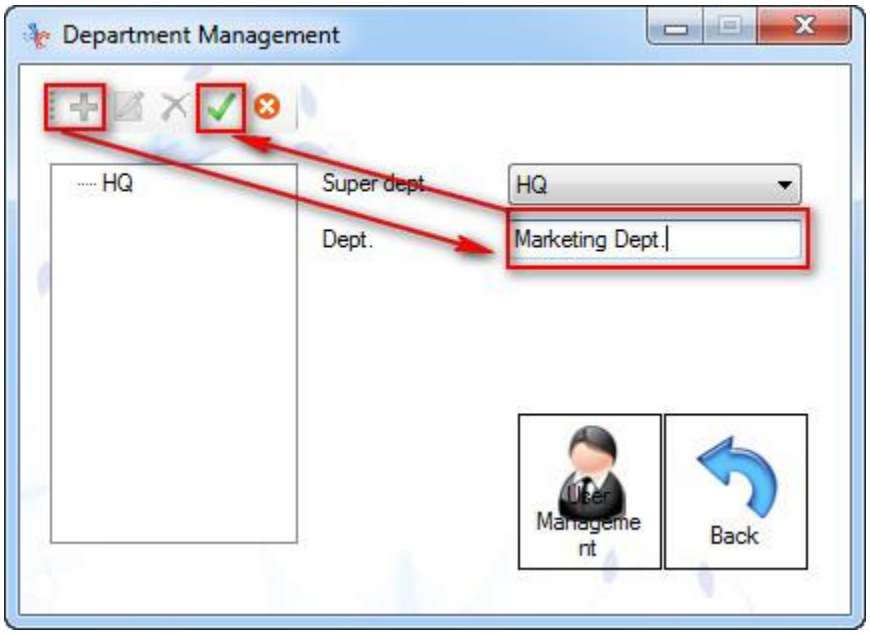
1) Click

to enter the 【User Management】 window →

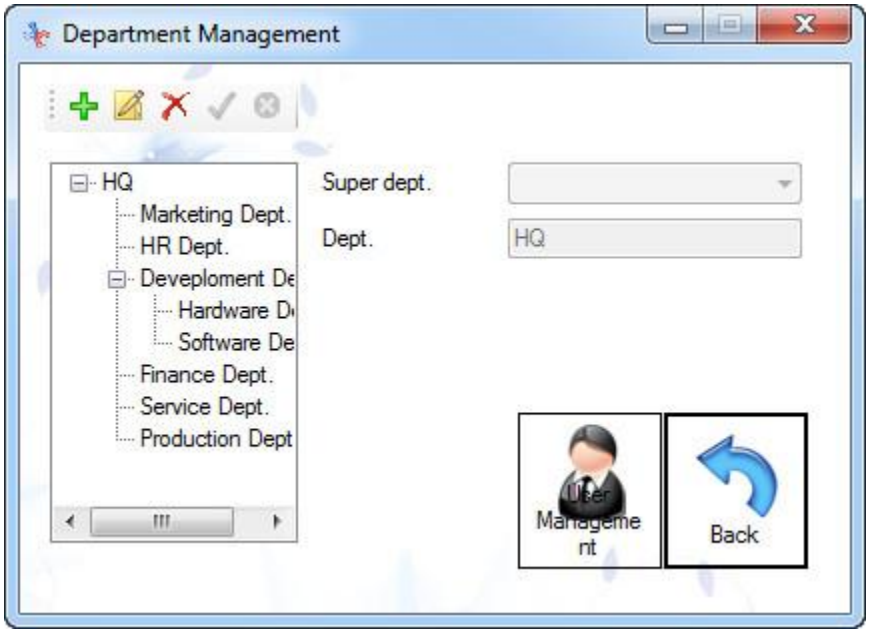
to enter the "Department Management" window:



2) Click to add the new department info:



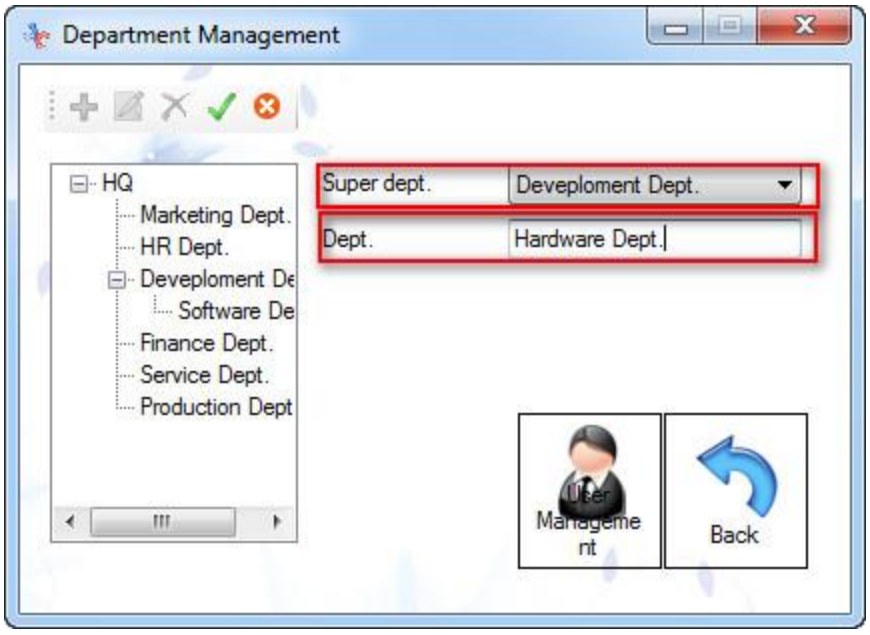
We add some departments as an example here:



Note:

1) How to add the “Hardware Dept.” and “Software Dept.” under “Development Dept.”?

Selected “Development Dept.” that you created, and click to add a new dept:



2) If you need to delete the “Development Dept.”, need to delete its sub depts. “Hardware Dept.” and “Software Dept.” first. And you need to remove the employee from “Development Dept.” to other department first. Or you cannot delete the “Development Dept.”

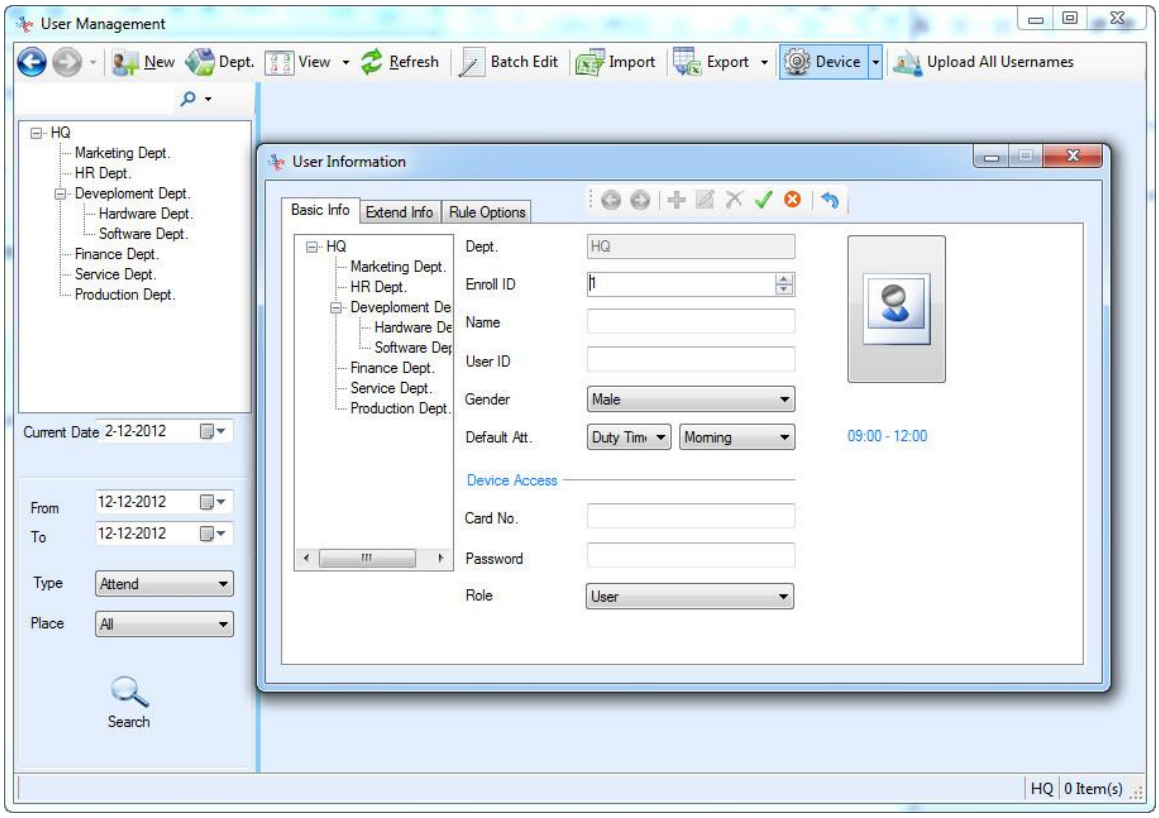
4.1.1.2 **Add employee info**

Note: normally, it’s recommend that we first register the user info such as Enroll ID, fingerprint data, password, RFID card info on the time attendance device, then connect the device to the PC software, then , “Get all enroll” from device to the software. And modify the user info, such as user name on the software, and upload the username from software to the device.

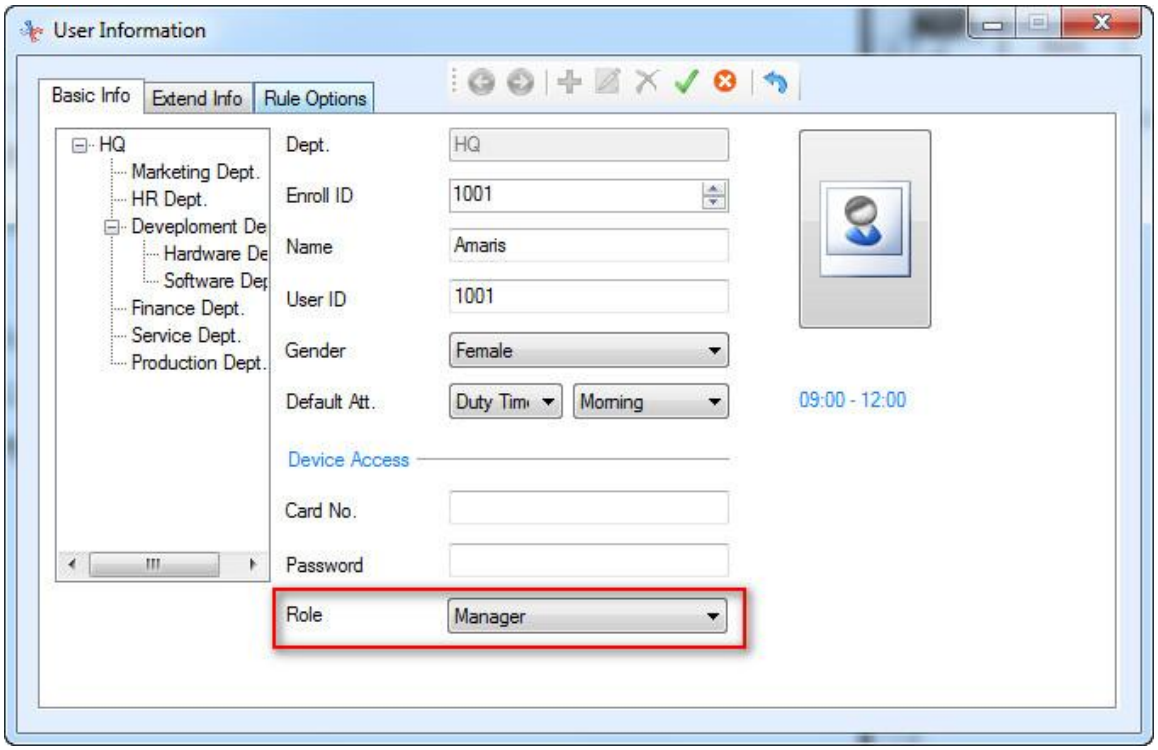
Click

to enter the 【User Management】 window →

to enter the “User Information” window:

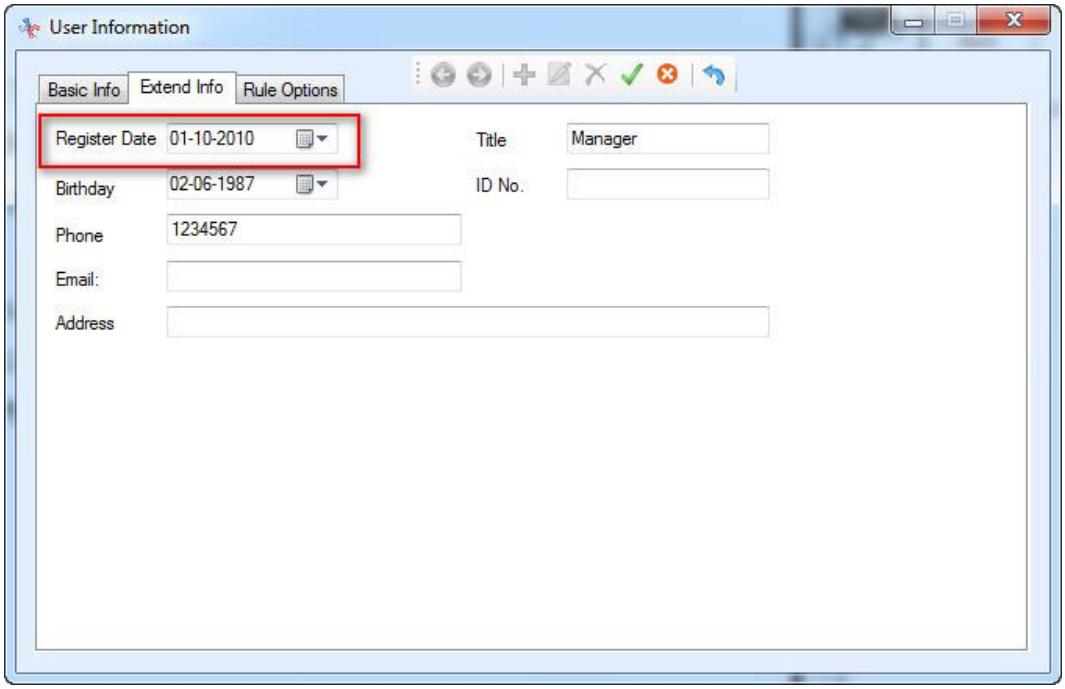


For example: we add Amaris(ID=1001) info :



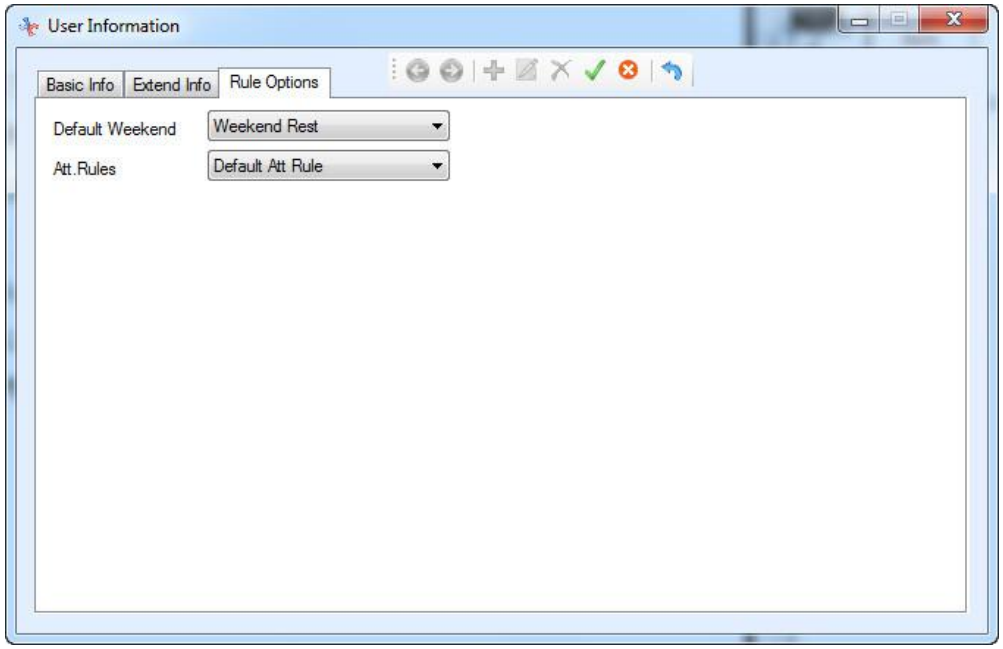
Note:

1) For the Enroll ID, we could set it from 1 to 999 999 999 999. For some special models, the Enroll ID could be 18bit. That means we could set the enroll ID from 1 to 999 999 999 999 999 999.
2) The Enroll ID need to be same as the one on the time attendance device. For example, Amaris's Enroll ID=1001 here on the software, so, when we enroll her fingerprint info on the time attendance device, we need to set her Enroll ID=1001 on the device also.
3) Role = Manager, this is related to the role on the time attendance device. If role=manager, that means Amaris can enter the device MENU and change the settings on the device.



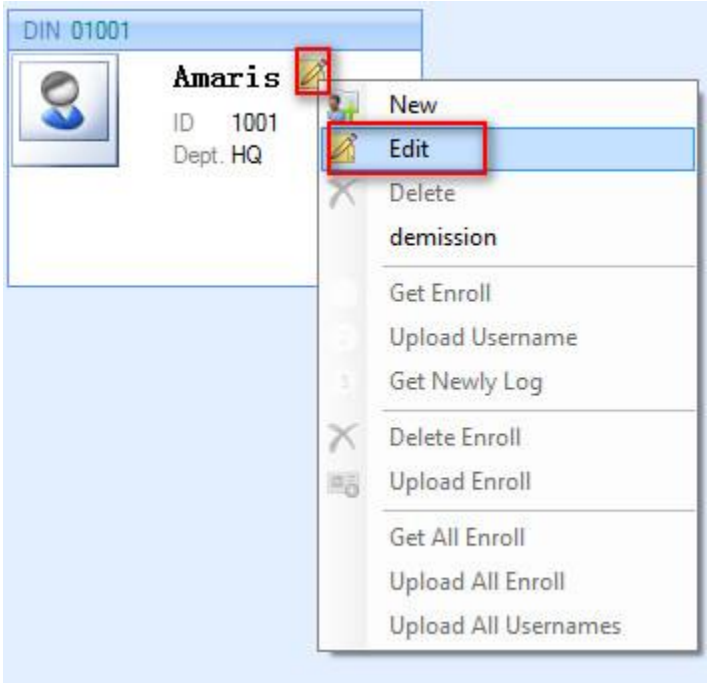
In the Extend Info, we could modify the register date, title, birthday, phone, ID No.,etc. If you don't need this info, please keep it blank.

Note: please enter the correct register date, that means the date the employee entry the company for the job. For example, if we set 01-10-2010 for Amaris, we can only check Amaris's attendance records from 01-10-2010.



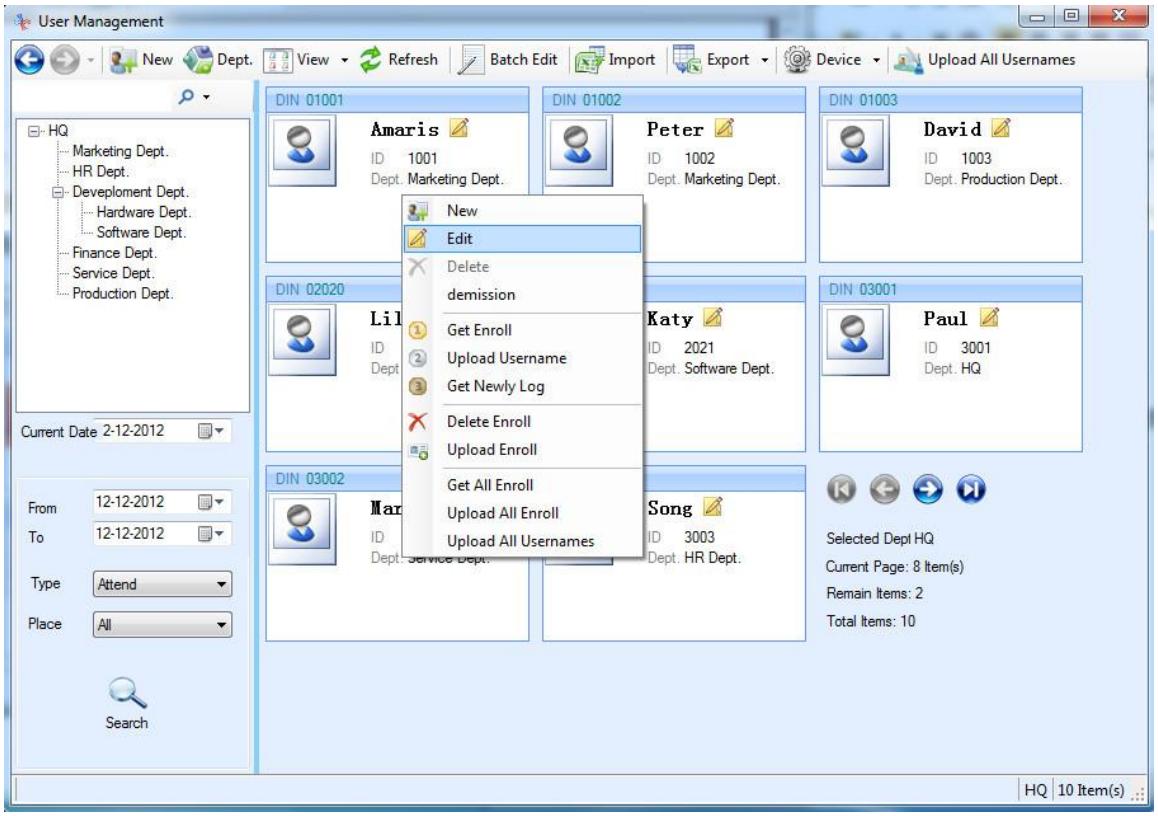
When finish entering the info, please click to save the settings.

If we want to modify Amaris's info, please click to edit it.



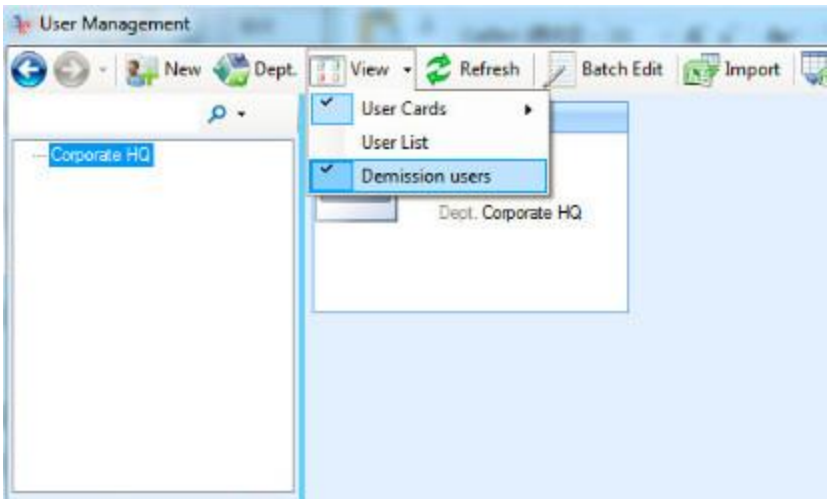
4.1.1.3 **Manage the employee info**

Right click the user info. Card, you could add new user, edit the selected user info, demission the selected user, get enroll from device to the software, upload the username from software to the device, get newly log from device to the software, delete the current employee's enroll info on the time attendance device, upload the current employee's enroll info from software to the device, get all the enroll info from device to the software, upload all enroll info from software to the device, upload all user names from software to the device.



Some of the operations need to connect the software to the device first.

1) **New**
   We could add new employee info on the software directly. Please refer to 4.1.2.2 Add employee info.
2) **Edit**
   We could edit the selected employee's info. Remember click "Save" to save the settings.
3) **Delete**
   Delete the selected employee's enroll info and the attendance records.
4) **Demission**
   Demission the selected employee, this employee's info will be moved to the Demission List. You could go to check the demission employee's info under the Demission List:



5) Get Enroll

Get the enroll info from device to the software, including the fingerprint, password, RFID card info and save it in the software database.

6) Upload Username

Upload employee's name from software to the device. You could modify the employee's name on the software, and upload it to the device. then when the employee do the attendance, their name would be shown on the LCD screen.

7) Get Newly Log

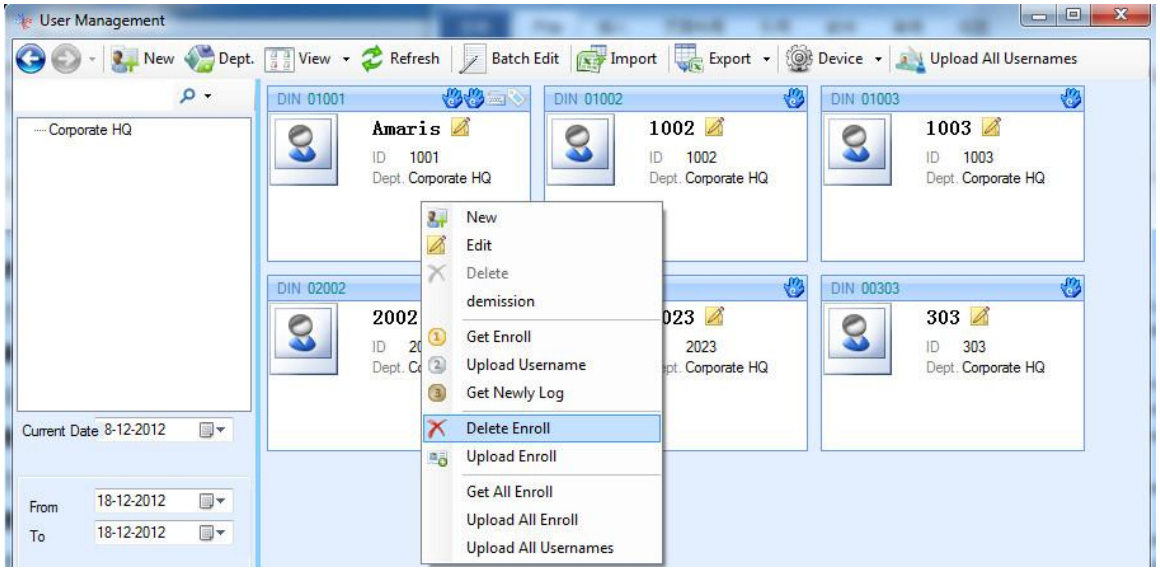
Download the new attendance records those are never downloaded before.

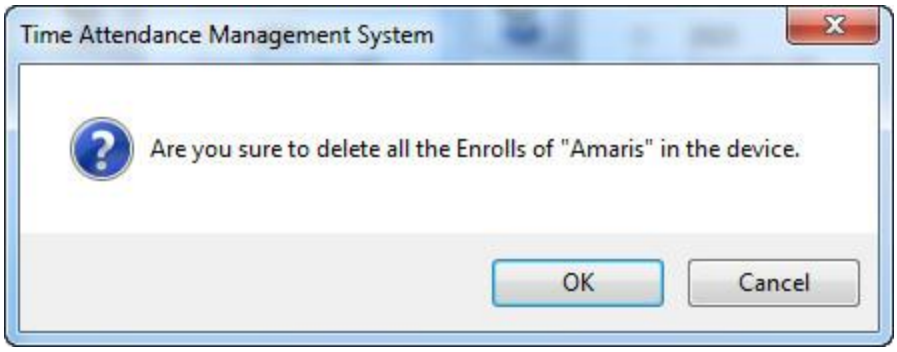
8) Delete Enroll

<u>Delete the current employee's info on the device</u>, including the fingerprint, password, RFID No. and attendance rules. But this employee's info is still on the software.

For example: I need to delete "Amaris" enroll info on the device.

Right click "Amaris" info card → Delete Enroll, as the following:





Click “OK” to delete Amaris’s enroll info on the device.

9) **Upload Enroll**

Upload the employee enroll info from software to the device, including the fingerprint data, password, RFID No. if there’s still no fingerprint data, password and RFID in the software, you could select “Upload Username” first, then register the fingerprint, password and RFID on the device later.

10) **Get All Enroll**

Download all the enroll info from device to the software, and save in the software database.

11) **Upload All enroll**

Upload all the enroll info from software to the device.

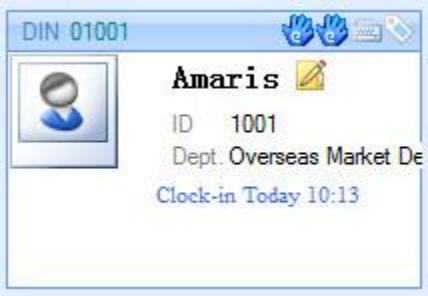
If there’s still no fingerprint data, password, RFID No. you could select “Upload All Username” first, then register the fingerprint, password and RFID on the device later.

12) **Upload All Usernames**

Upload all the employee name info from software to the device. so when employee doing the authentication, their name would be shown on the device LCD screen.

Note: in the employ enroll info card: = fingerprint, = password, = RFID card NO.

For example: Amaris’s enroll info card:



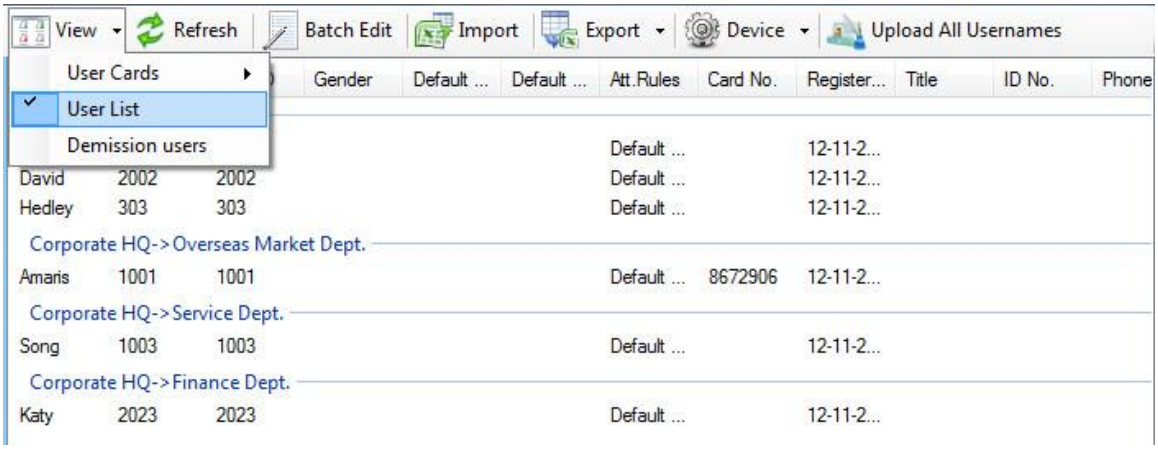
It shows Amaris has 2 fingerprint data, one password, one card NO.

4.1.1.4 **View**

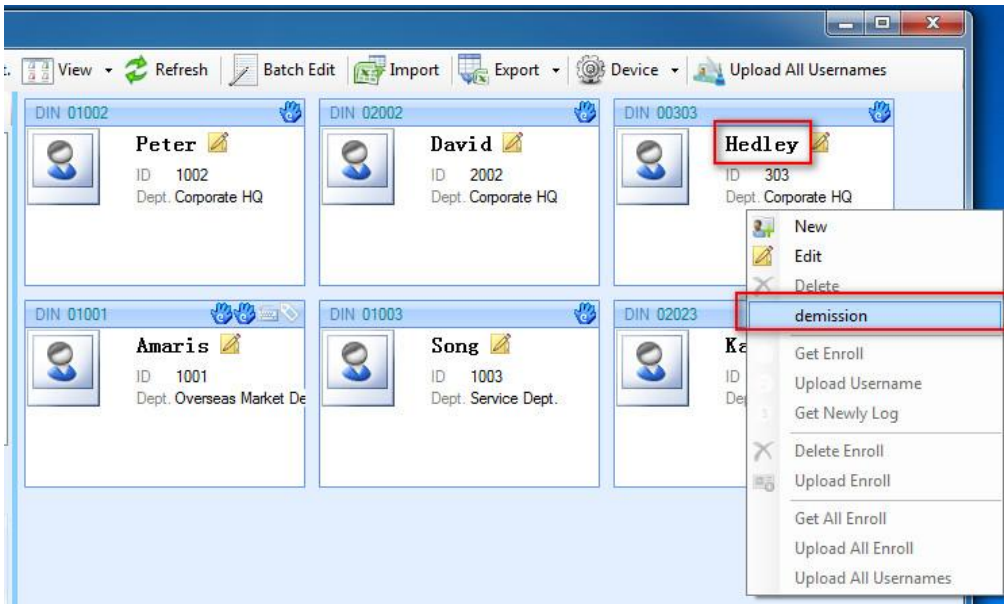
Normally, there're 3 view modes: 【User Cards】, 【 User List】, 【 Demission users】.

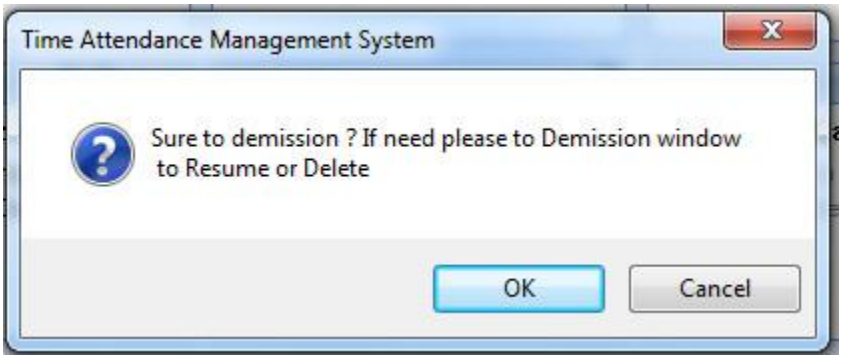
1) The default mode is 【User Cards】, you could check the employee info on this mode, as the following:

2) You could also check the employee info on the 【User list】 mode, as the following:



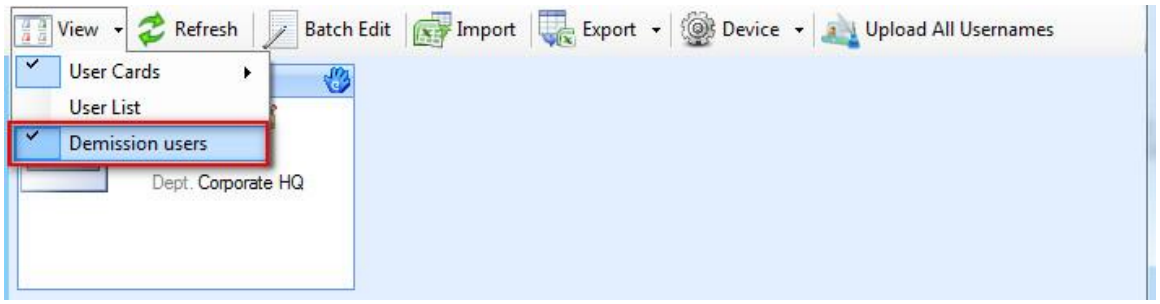
3) When someone resigns from the company, and we don't want to delete their data from the software, we could move it to the 【Demission users】list.
For example, Hedley resigned from the company, so I right click his name card, and click "Demission", now, his enroll info is moved to the 【Demission users】list:





Click “OK”, and “Hedley” enroll info card is moved to 【Demission users】list now, you cannot check it on the 【User cards】mode.

You could go to 【Demission users】mode, to check his info.

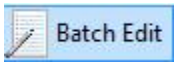


And after checking Hedley’s info on the Demission users mode, you need to click “Demission Users” to exit this mode.

4.1.1.5 **Refresh**

, refresh the user info.

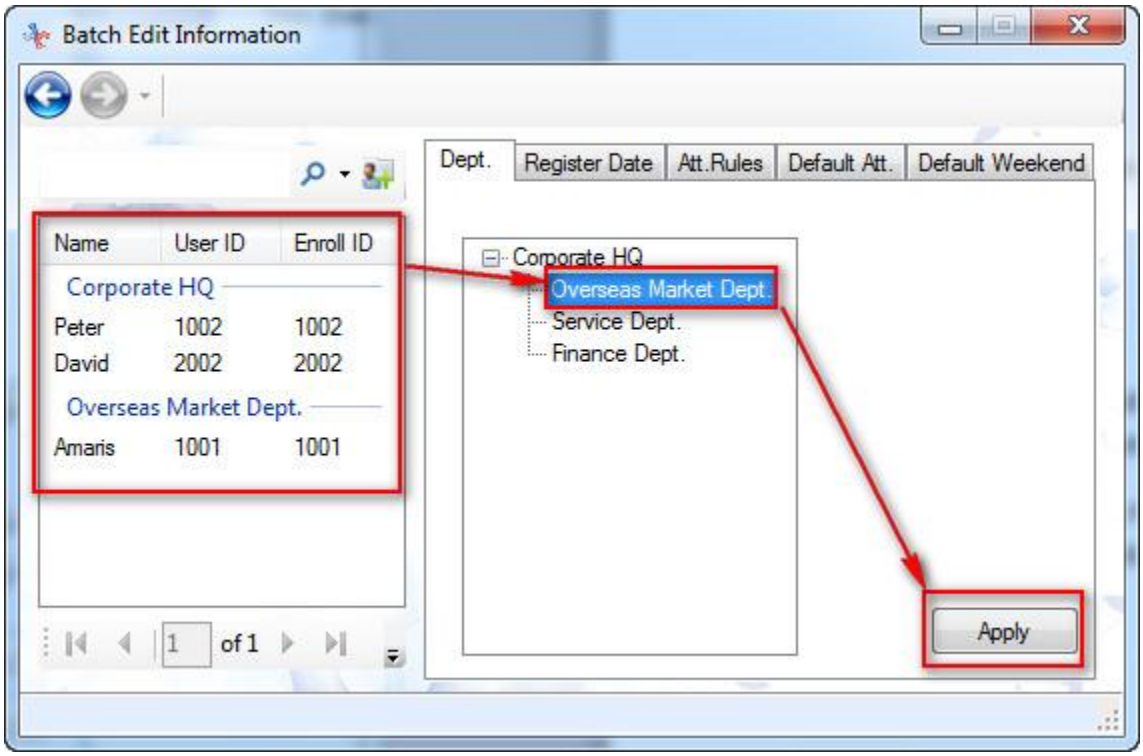
4.1.1.6 **Batch Edit**



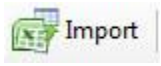
Batch edit the employee info, including modifying the department, register date, attendance rules, and attendance weekends.

For example, if Amaris, Peter and David, all these 3 persons' department is the same (Overseas Market Dept.), we could use the "Batch Edit" to modify it:

Click "Batch Edit" → select he persons (Amaris, Peter, David) on the left column, and modify the settings you need (modify their Dept. to "Overseas Market Dept.") → click "Apply".



4.1.1.7 **Import**

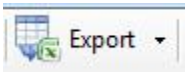


we could import the employee info from the Excel file. If you don't know the excel file column name can import to the software, it's recommend that you created a new employee info on the software first, then export to the excel. And add other employee info on the excel file, and import to the software.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Dept	Name	User ID	Enroll ID	Card No	Att.Rules	Default Att	Default Wo	Gender	Register D	Title	Birthday	ID No	Phone	Email	Address
2																
3																
4																
5																
6																

Follow the tips and click “Next” to the final window → import finished, click “cancel” to quit the window.

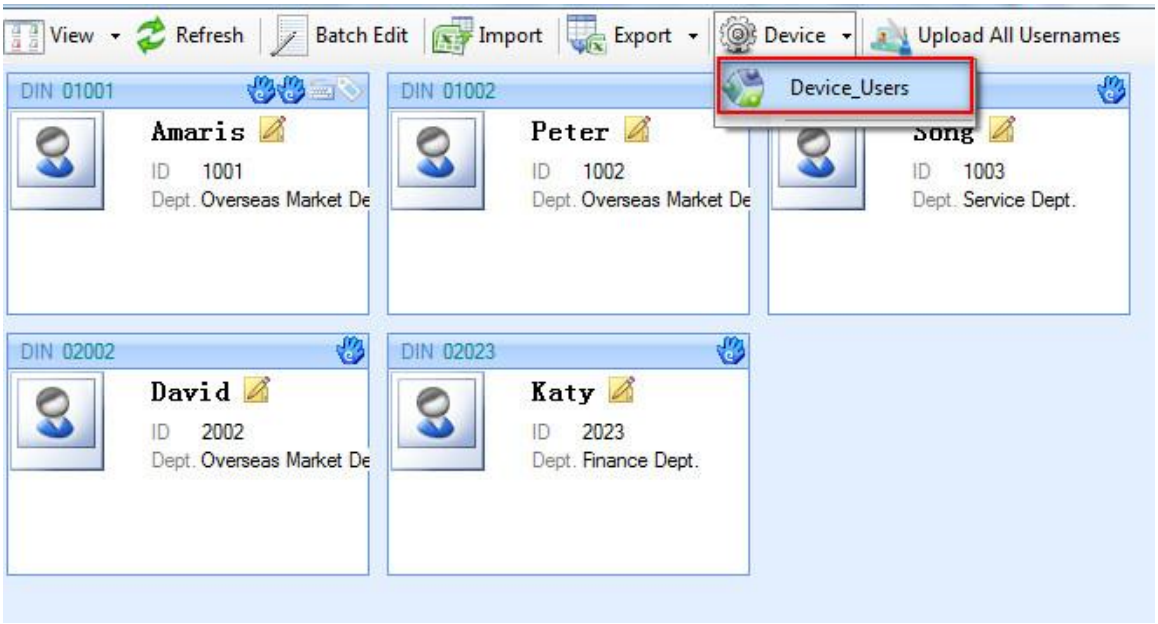
4.1.1.8 **Export**

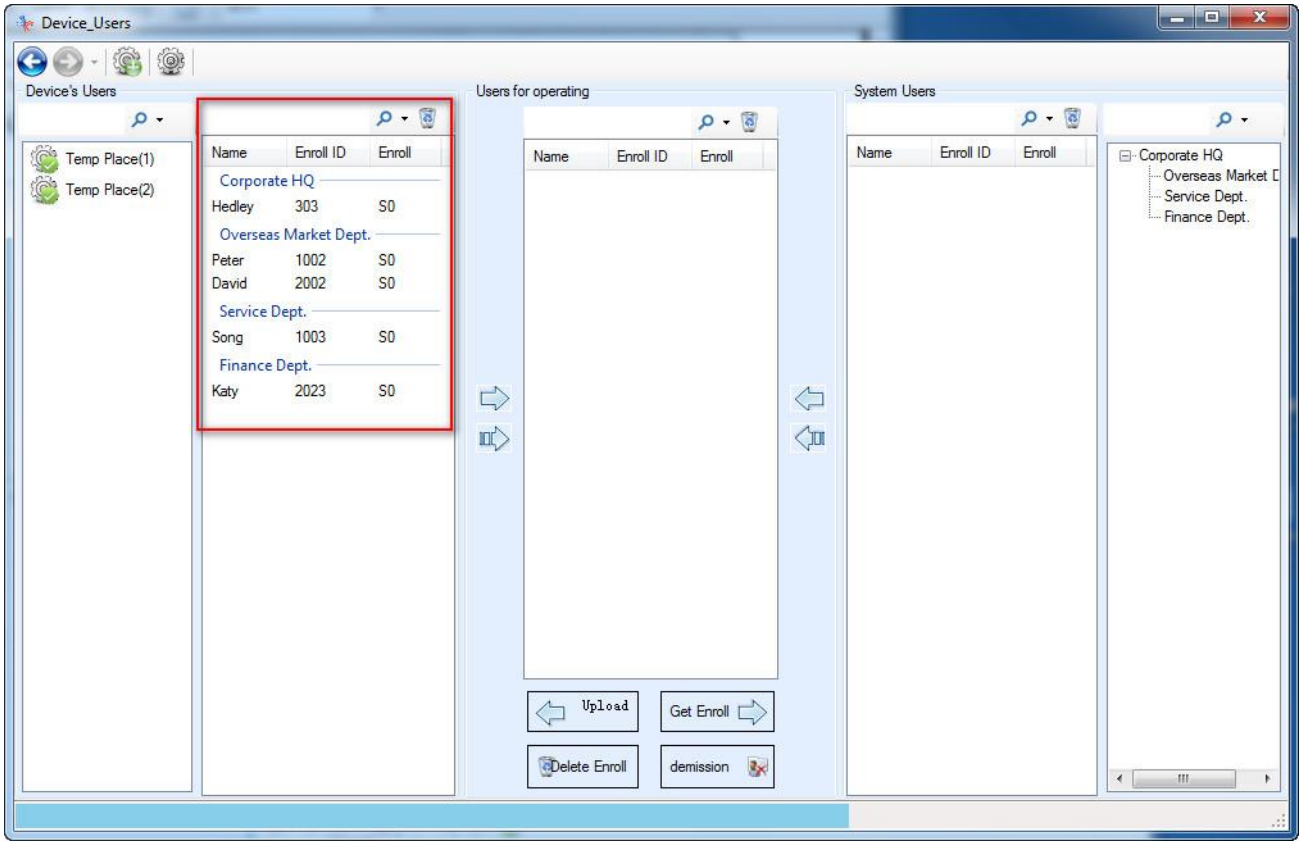


We could export the employee info to Excel file and TXT file.

4.1.1.9 **Device Management**

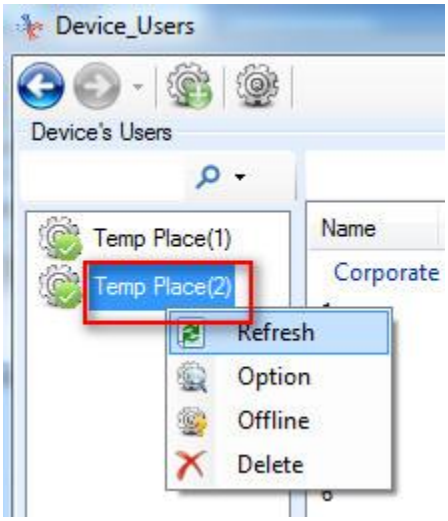
1) we could enter the Device Management window in a fast way, just click “Device”.
2) When the software manage different devices, we could select the very device ID. For example: my software is connecting to 2 devices now, and I need to check the employee info on device 2, so click “Device_Users” :



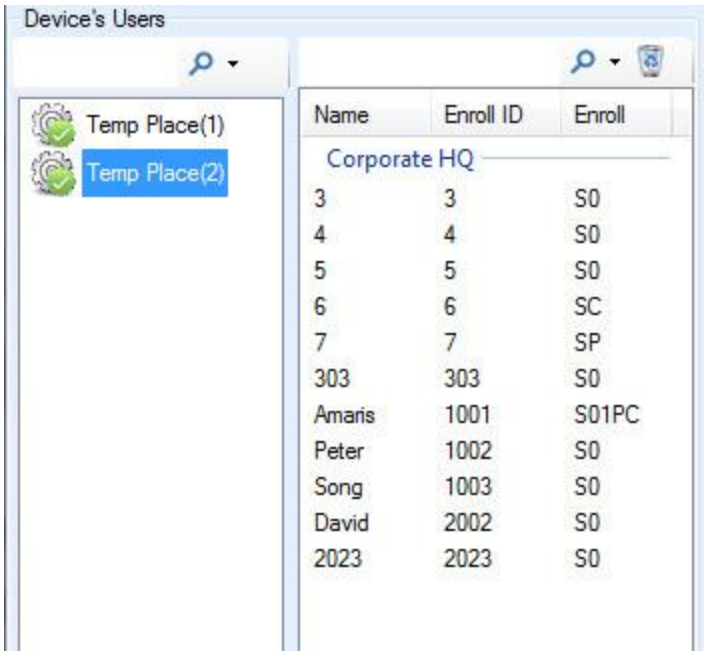


Descriptions:

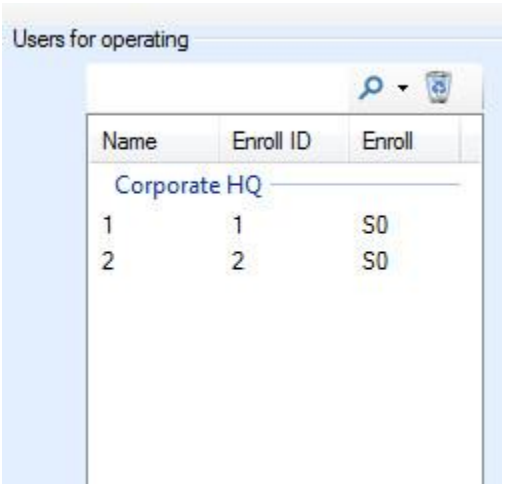
a. Device status:



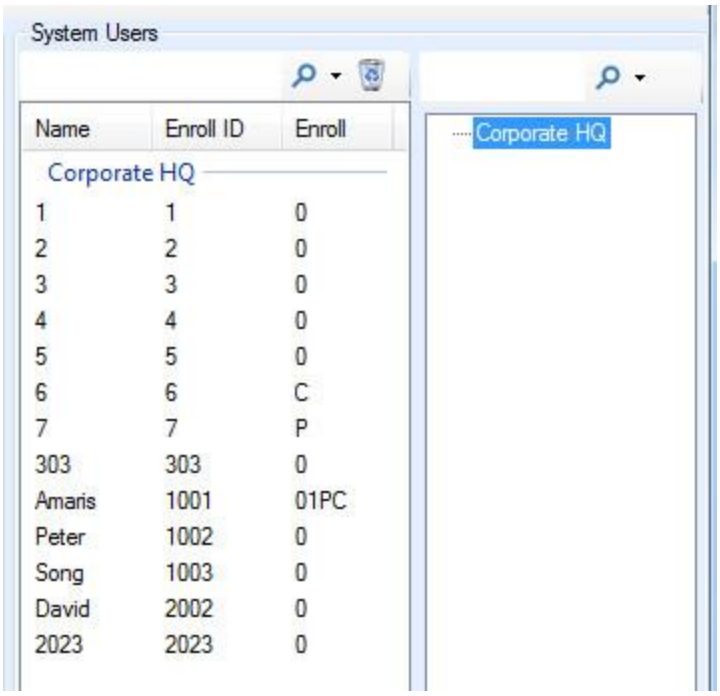
b. The user info on the device: for example, the following picture: the user info on the Device 2.



c. The selected items no matter from device or from software, waiting for the next operation:

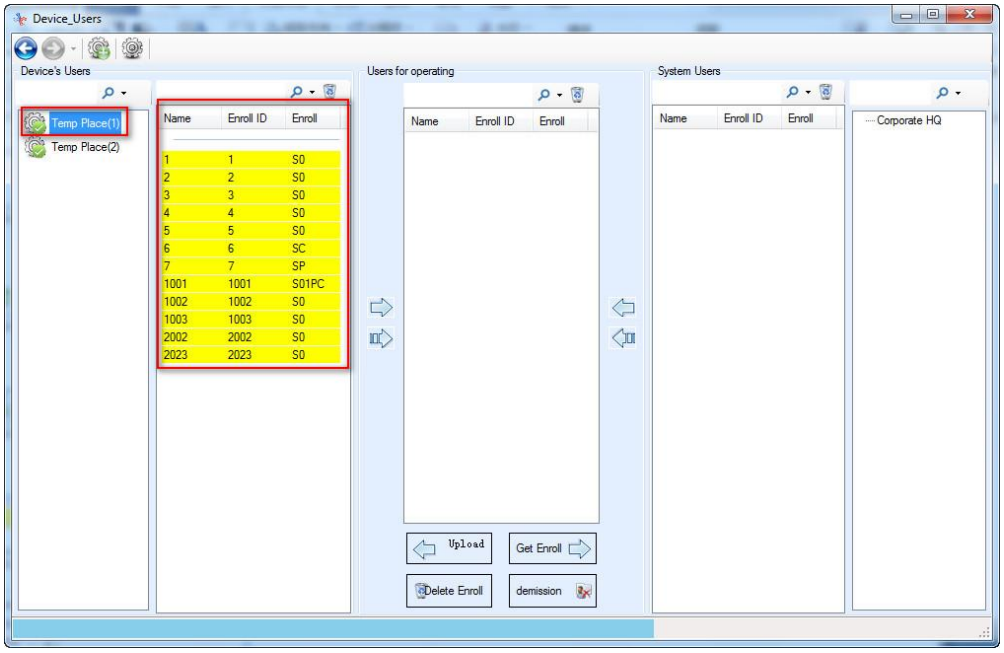


d. The user info from the software database:

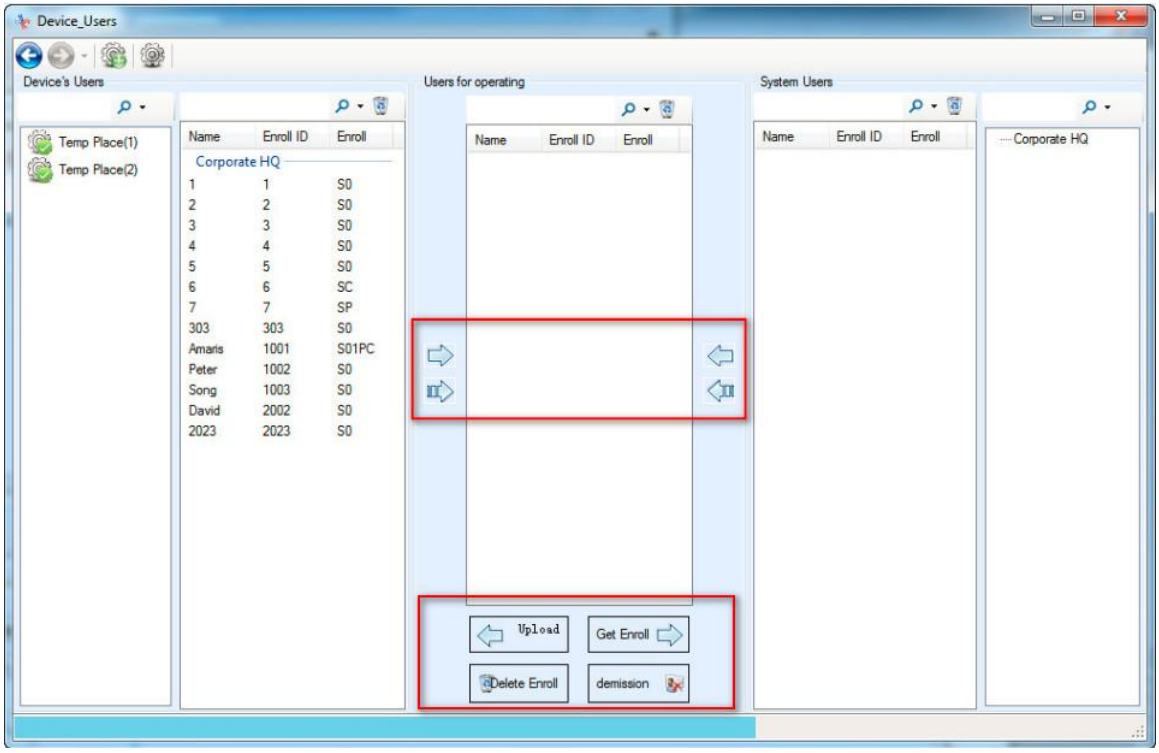


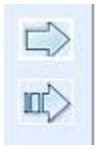
e. “Enroll” column: 0~9 stands for the fingerprint data. C stands for Card. P stands for Password.

f. Yellow color: when the info is in yellow color. That means the user info on the software not syn. With the user info on the device. as the following:

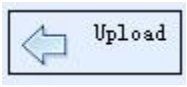


g. Descriptions for the 4 arrows in red frame:



 : move the selected items from left to right column.

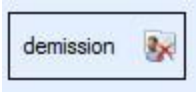
: move the selected items from right to left column.



: upload the user info from software to all the connected devices.

: get enroll info from the selected device to the software.

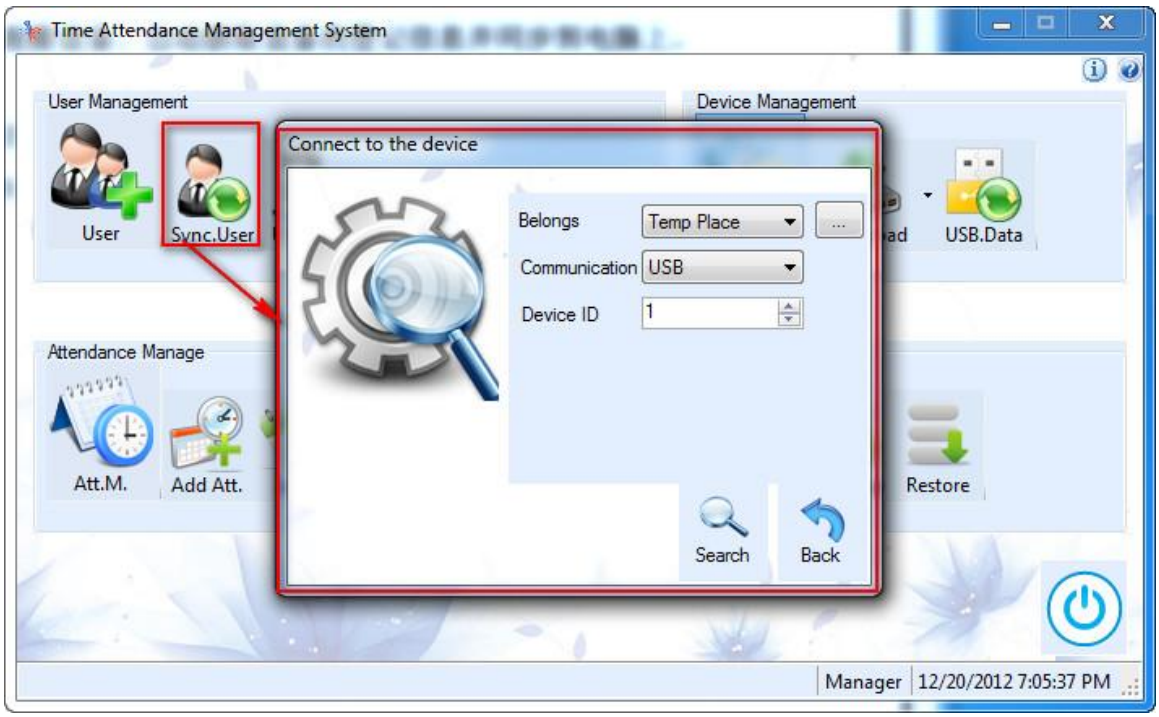
: delete the selected users from all the connected devices.



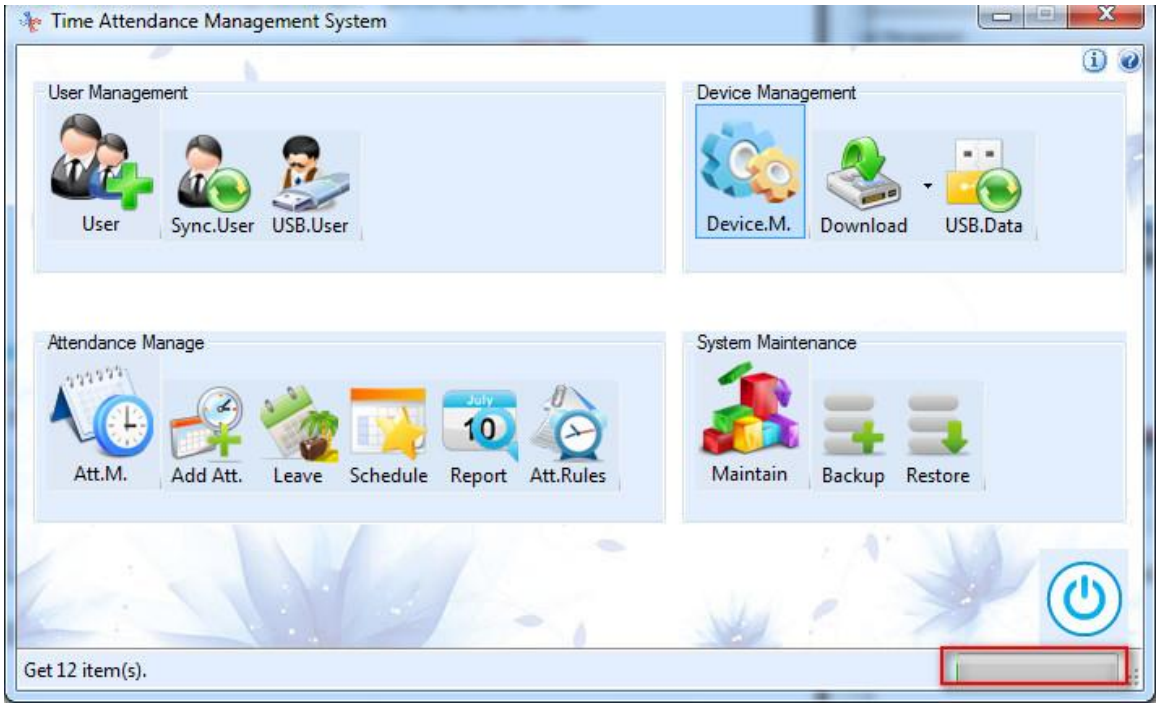
: move the selected users from user list to the demission user list on the software.

4.1.2 Sync. User

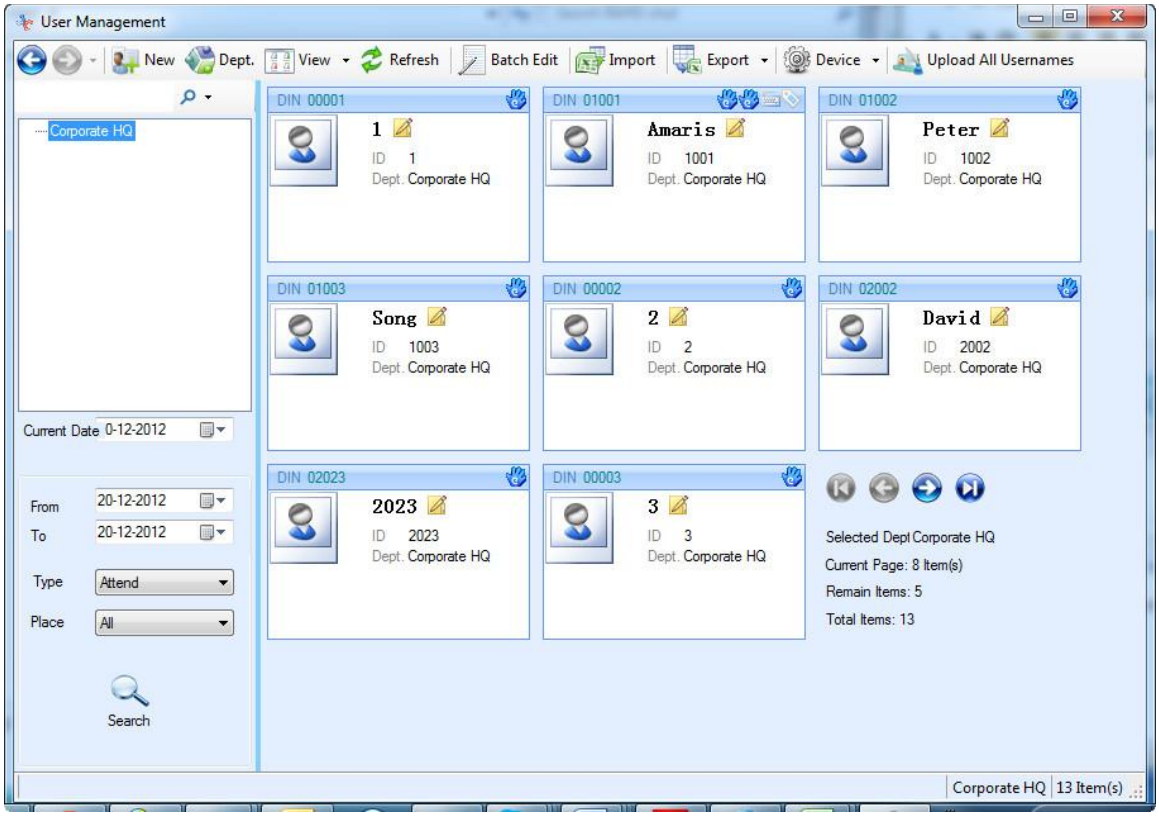
1. Click , if you haven't connect the device to the software, it will prompt a connection window:



2. When connect successfully, it will get the enroll info from devices to the software automatically, as the following:



3. When finish the Sync. , it will turn to the User Management window:



4. if you didn't upload the username to the device before, the info you Sync. From the device, is without the username. You need to modify the user info according to your requirement.

4.1.3 USB User

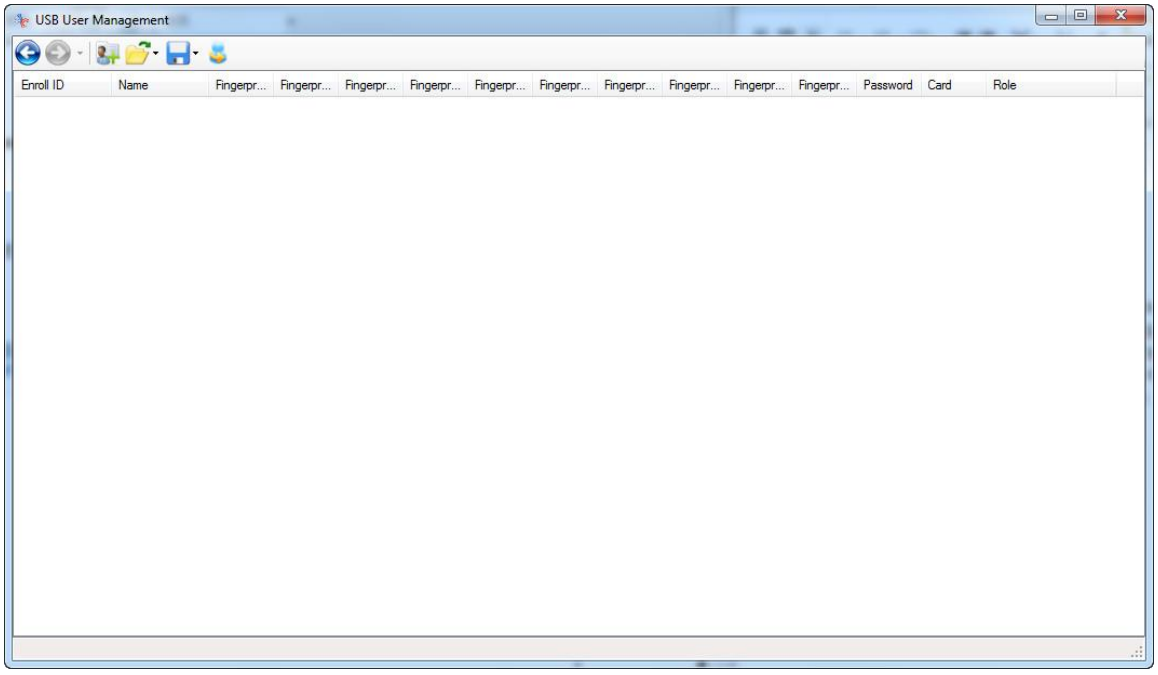
Import the user info from device to the software

1. Plug the USB flash drive to the time attendance device → MENU → 3.U-Disk → 1.Dopwnload → All Enroll Info (Or Personnel Enroll Info), after download, there's a "UserData " folder in your USB flash drive. If you downloaded "All Enroll Info" just now, there's a file "AllEnrollData.fps" under "UserData" folder. If you downloaded "Personnel Enroll Info"such as ID=1 user info just now, there's a file "0D_000000000000000001.db" under "UserData" folder.

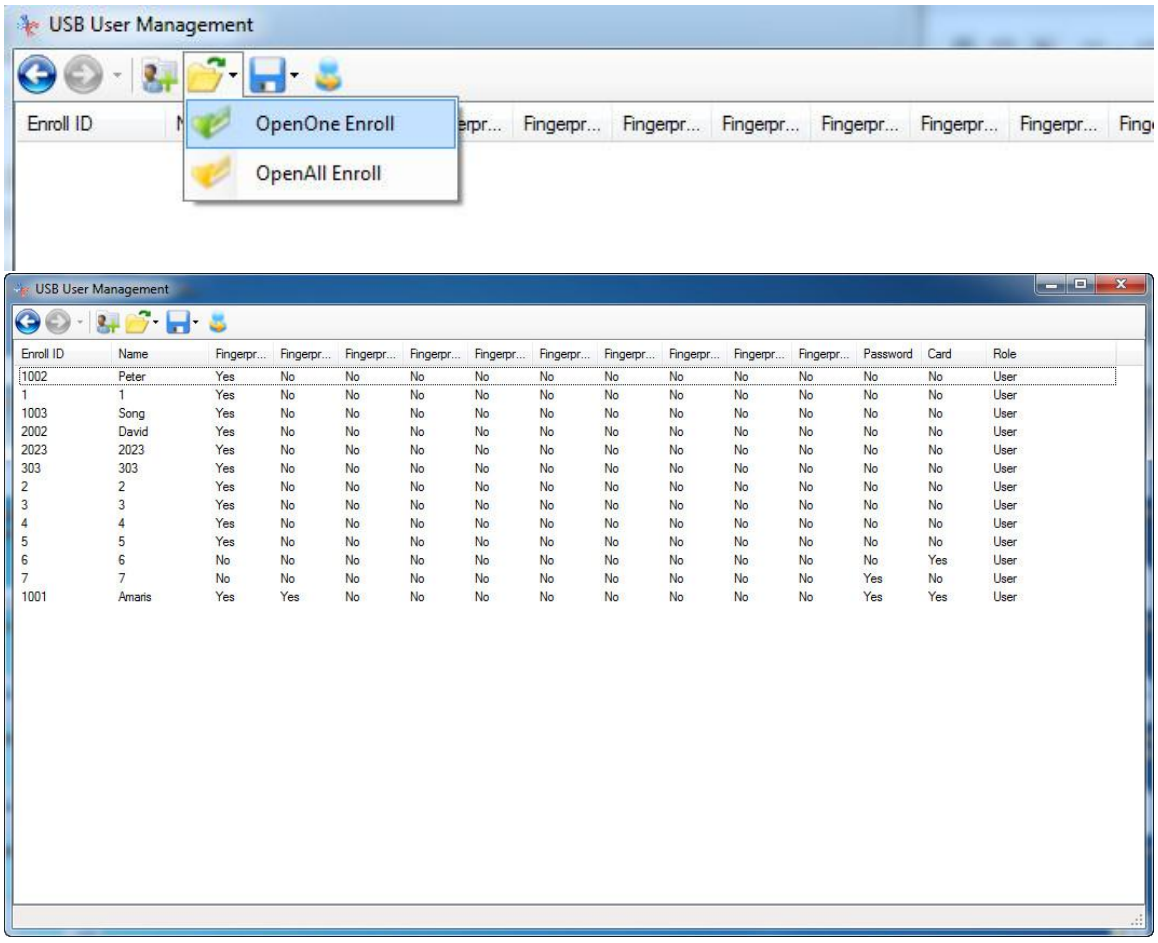
2. Plug the USB flash drive to your PC.

3. Run the software, click

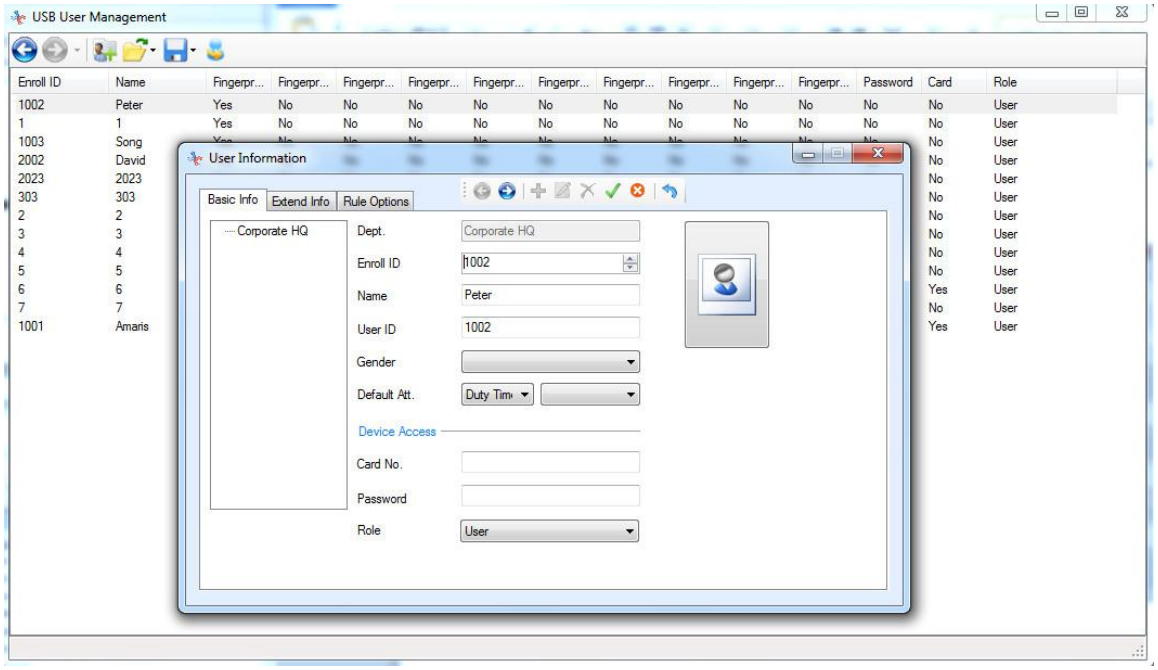
to the following window:



4. click the icon to open one enroll info or open all enroll info that from the USB flash drive.


USB User Management
Enroll ID
OpenOne Enroll
OpenAll Enroll
USB User Management
Enroll ID Name Fingerpr... Fingerpr... Fingerpr... Fingerpr... Fingerpr... Fingerpr... Fingerpr... Fingerpr... Fingerpr... Fingerpr... Password Card Role
1002 Peter Yes No No No No No No No No No No No No User
1 1 Yes No No No No No No No No No No No No User
1003 Song Yes No No No No No No No No No No No No User
2002 David Yes No No No No No No No No No No No No User
2023 2023 Yes No No No No No No No No No No No No User
303 303 Yes No No No No No No No No No No No No User
2 2 Yes No No No No No No No No No No No No User
3 3 Yes No No No No No No No No No No No No User
4 4 Yes No No No No No No No No No No No No User
5 5 Yes No No No No No No No No No No No No User
6 6 No No No No No No No No No No No Yes No User
7 7 No No No No No No No No No No No Yes No User
1001 Amaris Yes Yes No No No No No No No No No Yes Yes User

We could double click the selected person, and modify his/her info.



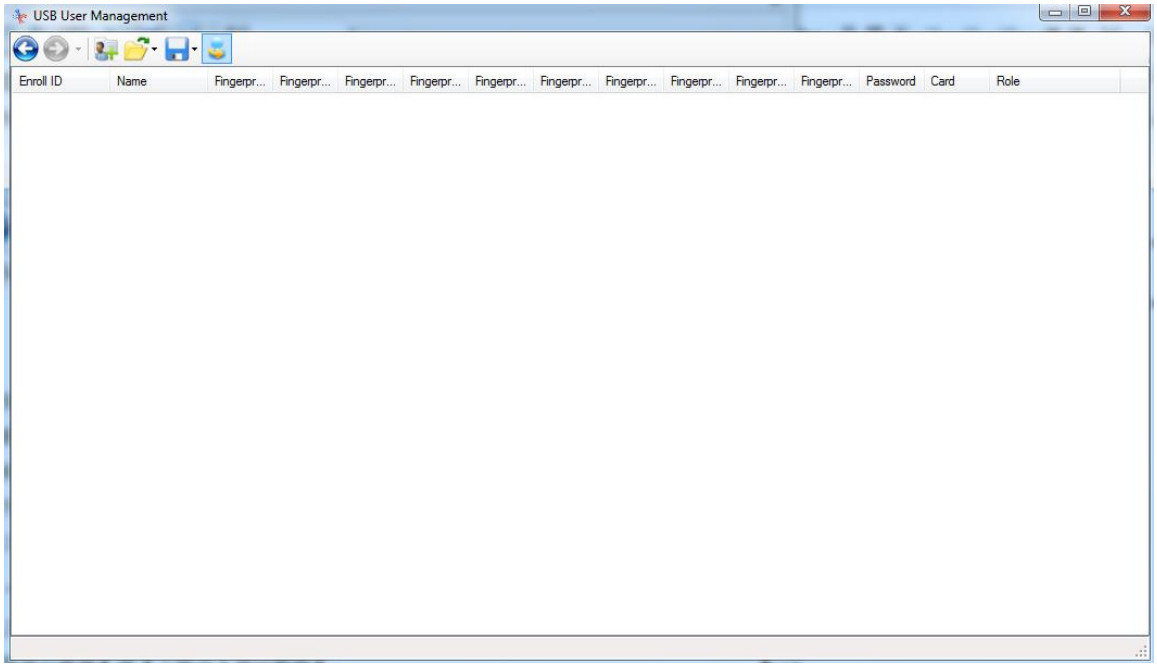
Note: Ctrl+A to select all the user info, and click , to import all the enroll info to the software.

We can also use this method to import one person's info, this method is recommended for the new registered employee.

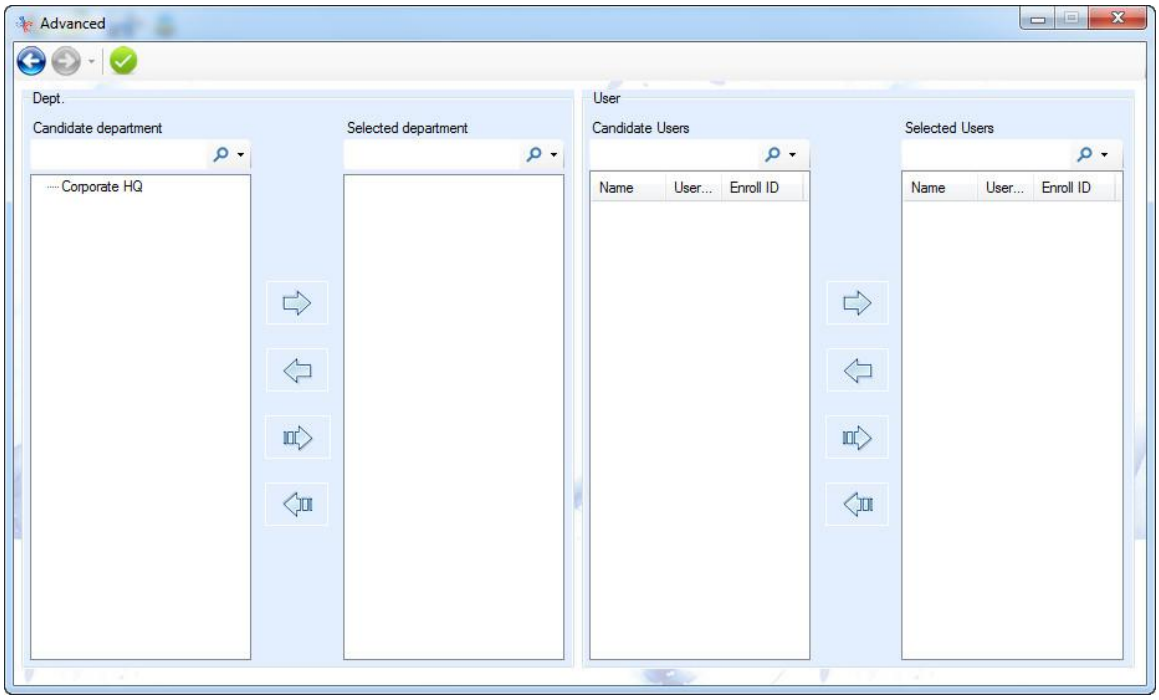
Export the enroll info from software, and upload to the software

1. Click

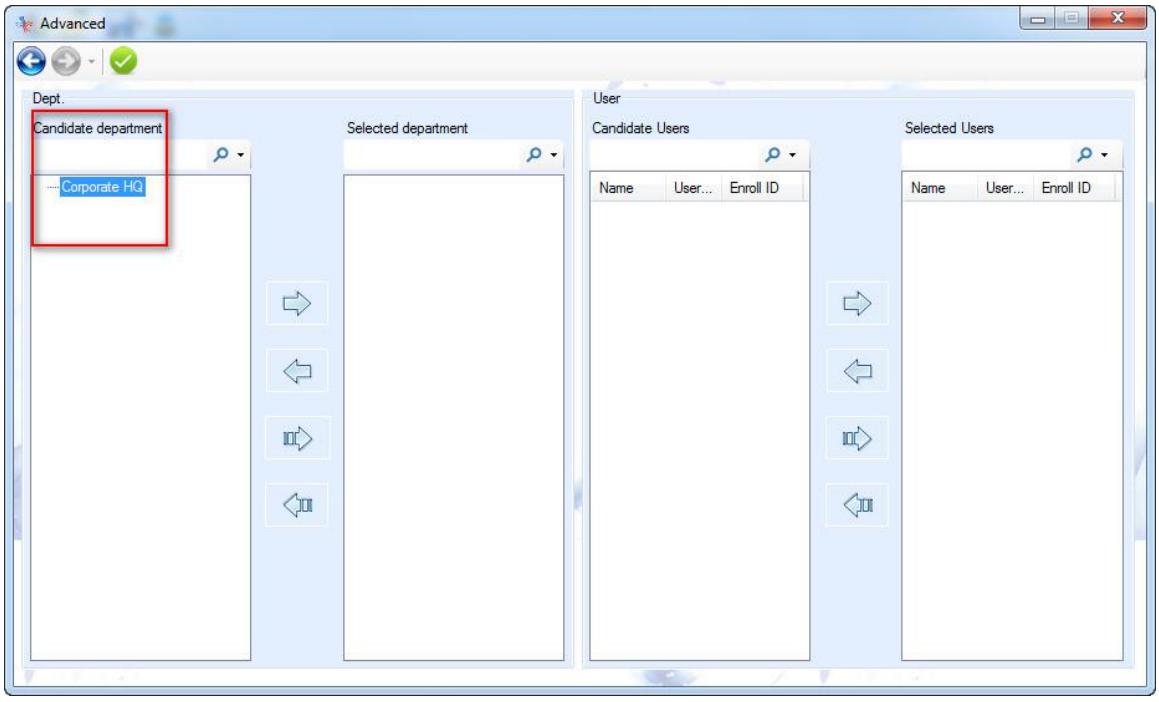
to the following window:

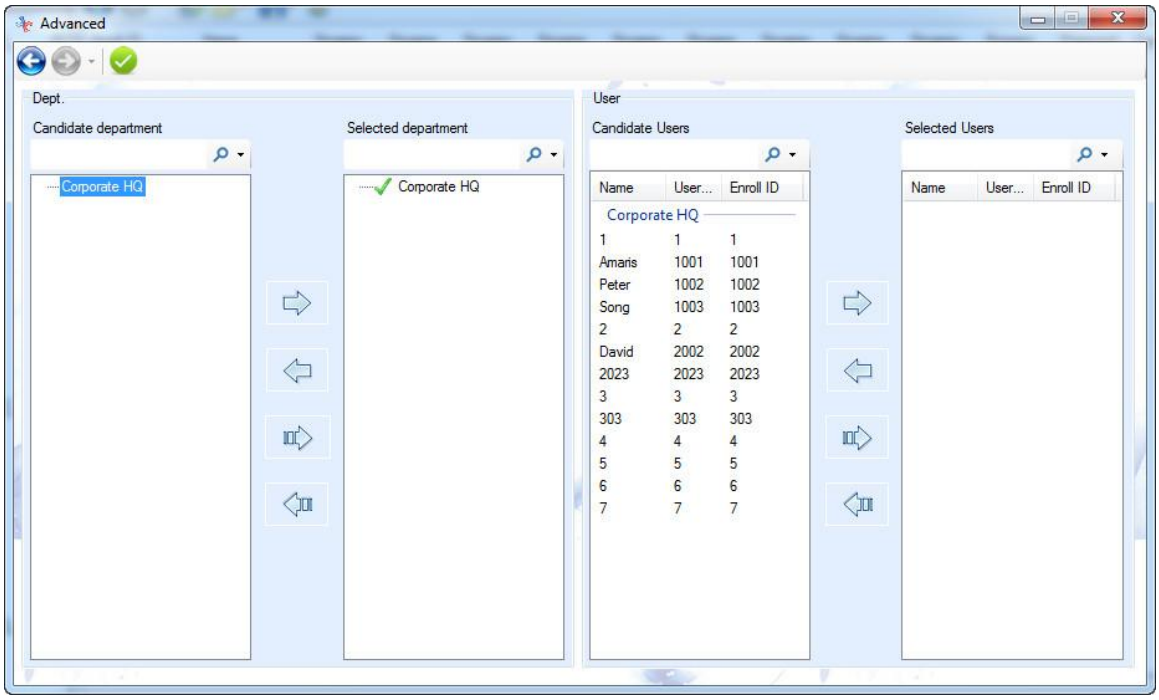


2. Click to the following:

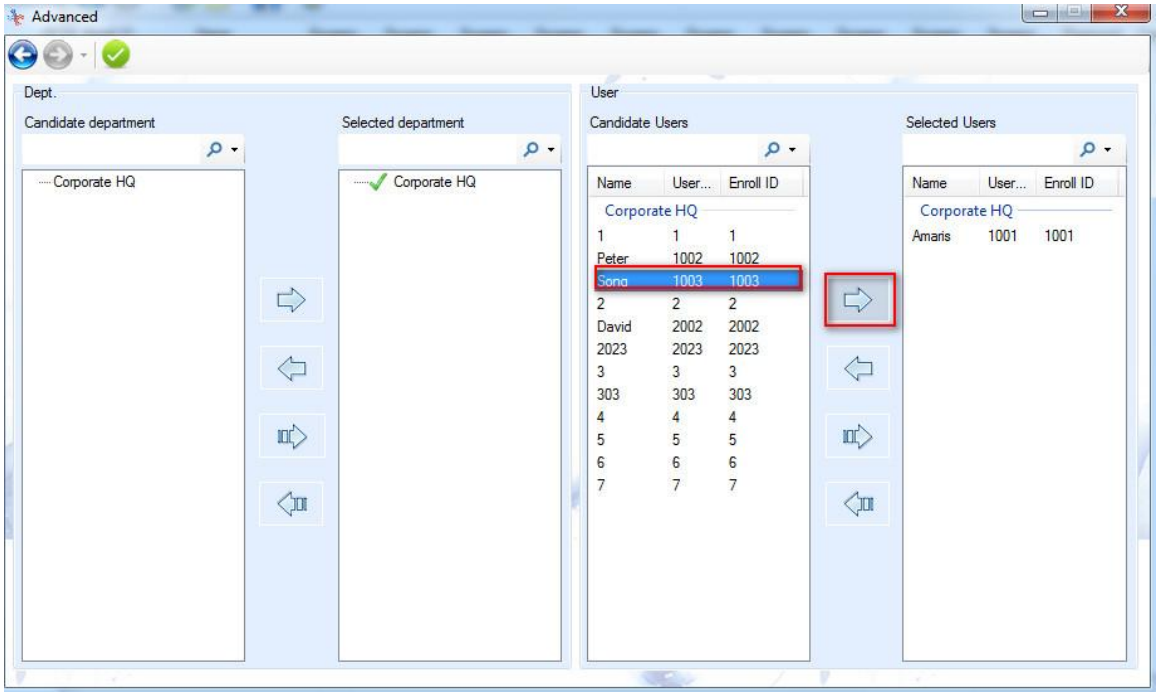


3. Select the department on the “Candidate department” column and double click or click to select to the “Selected department” column:





Select the user on the “candidate Users ” and click to select it to the “Selected Users”:



When finish selecting the users, click the apply icon .

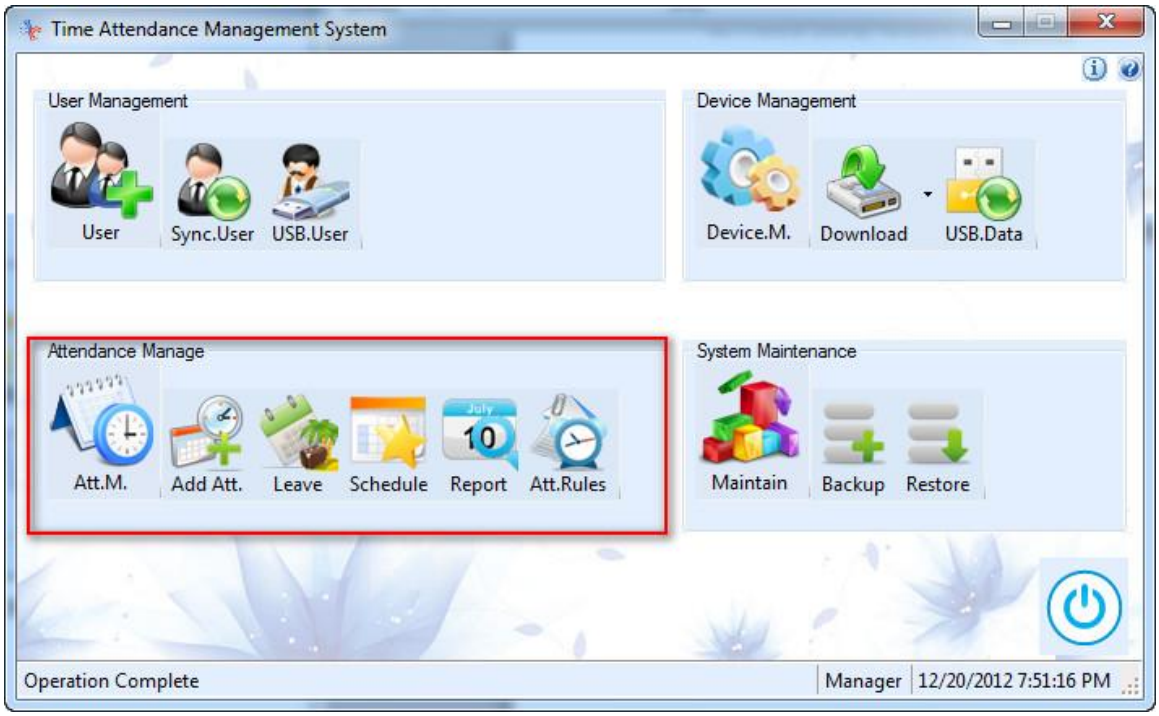
4. Then click to save the enroll info to a “UserData” folder.

5. Then, we could put this folder to your USB flash drive root directory. And upload the enroll info from USB flash drive to the time attendance device.

Note: for some client, s/he cannot connect the PC to the device via the USB connection nor TCP connection, so s/he could use the this method to upload the username to the device.

4.2 Attendance Manage

There’re 5 submenus under the Attendance Manage window:【Add Att.】,【Leave】,【Schedule】,【Report】,【Att.Rules】.

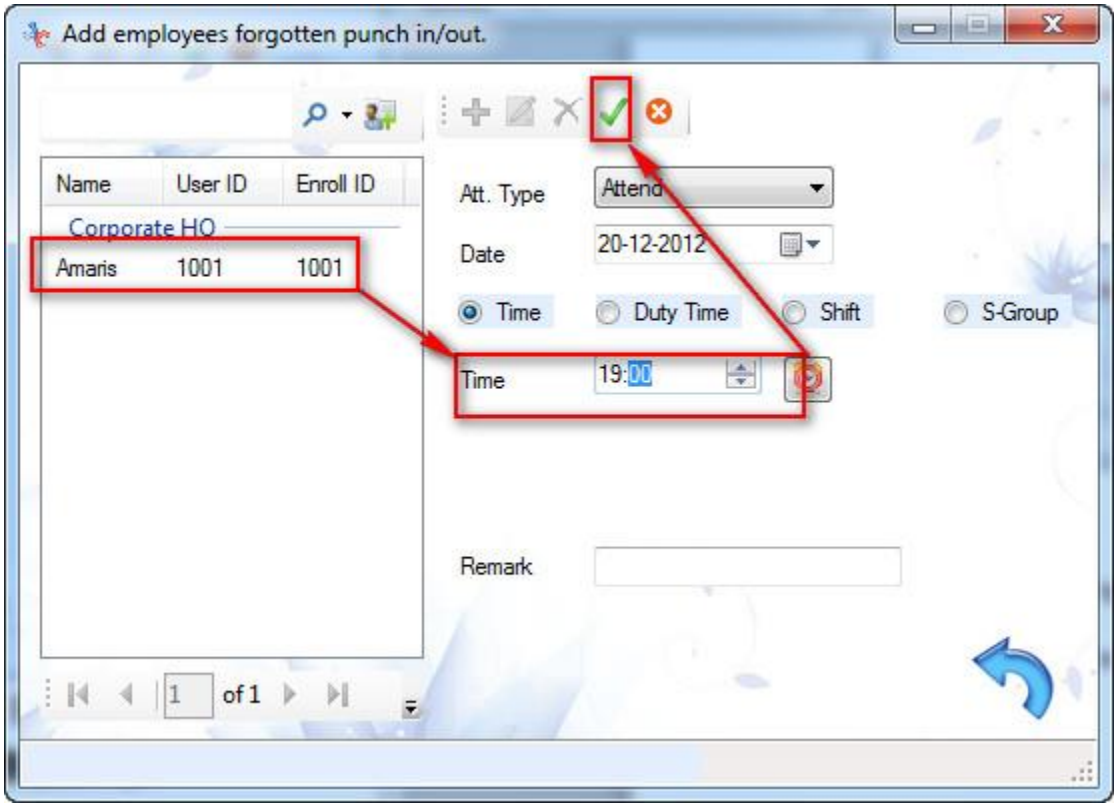


4.2.1 Add Att.

It’s mainly for adding the attendance record that the employee forgot.

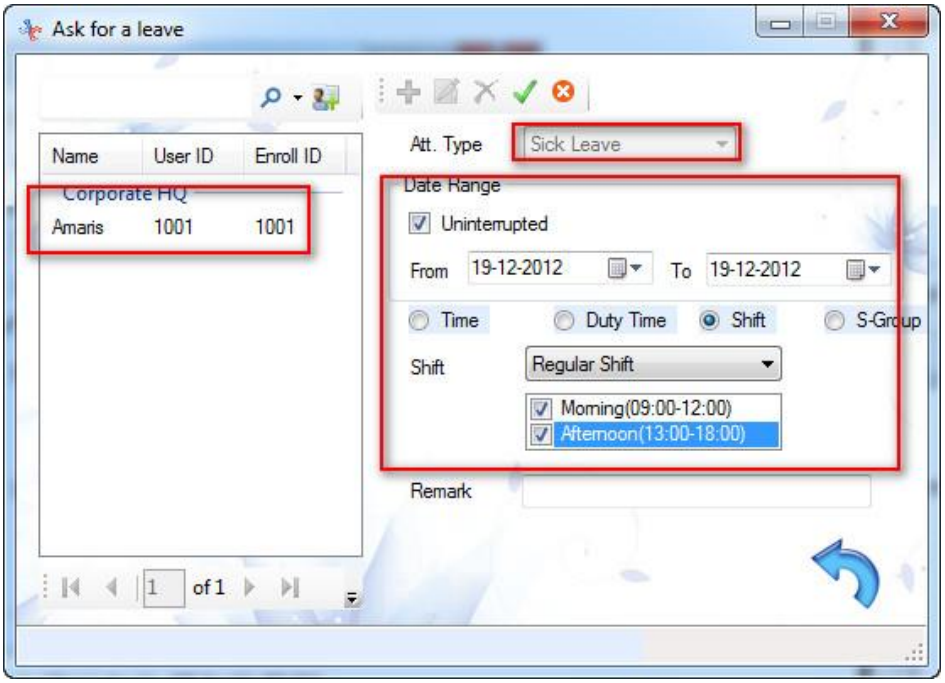
For example, we need to add a record for Amaris:

First, need to select “Amaris” on the left column, and click to add the record.



4.2.2 Leave

Add the leave record for the employee, such as Amaris asked for a sick leave on 2012-12-19:



Note:

Setting for the beginning and end date and time: default time is the current time on the PC system. Need to set the date and time according to your requirement.

The beginning date cannot be latter than the end date.

When select the “Uninterrupted” and the beginning date and the end date are the same, the beginning time cannot be latter than the end time.

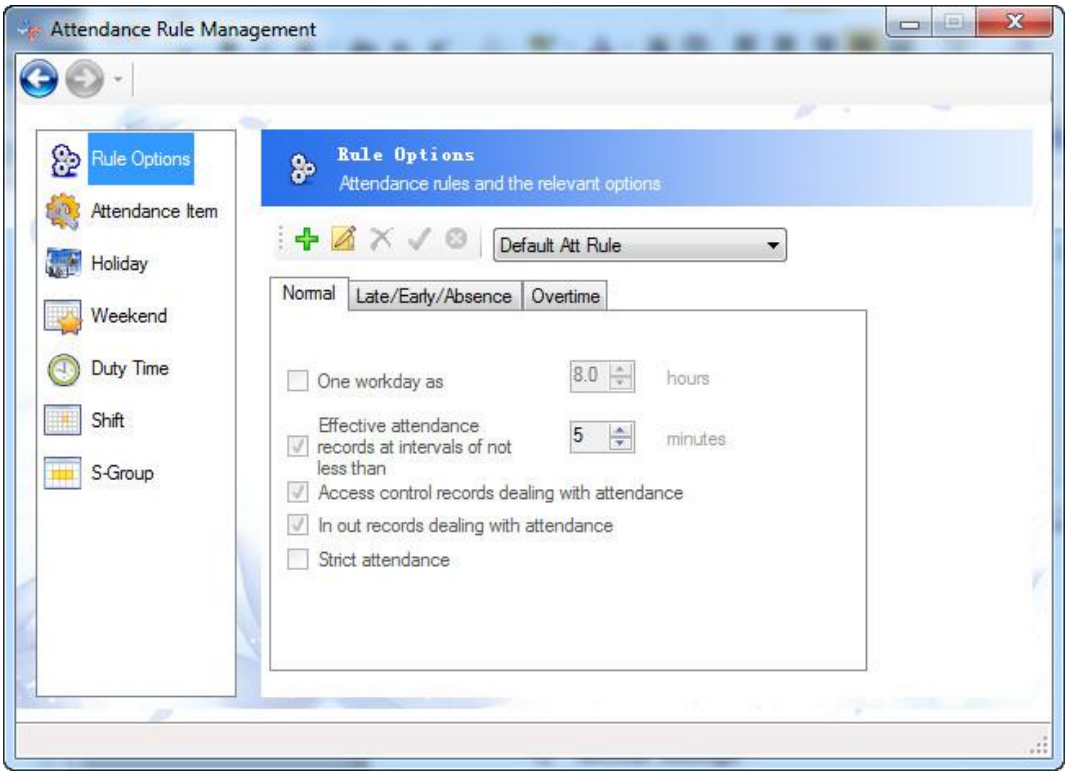
When select the “Uninterrupted” and the beginning date and the end date are in different date, the beginning time can be latter than the end time.

When you don’t select “Uninterrupted”, no matter the beginning date and the end date are different or not, the beginning time cannot be latter than the end time.

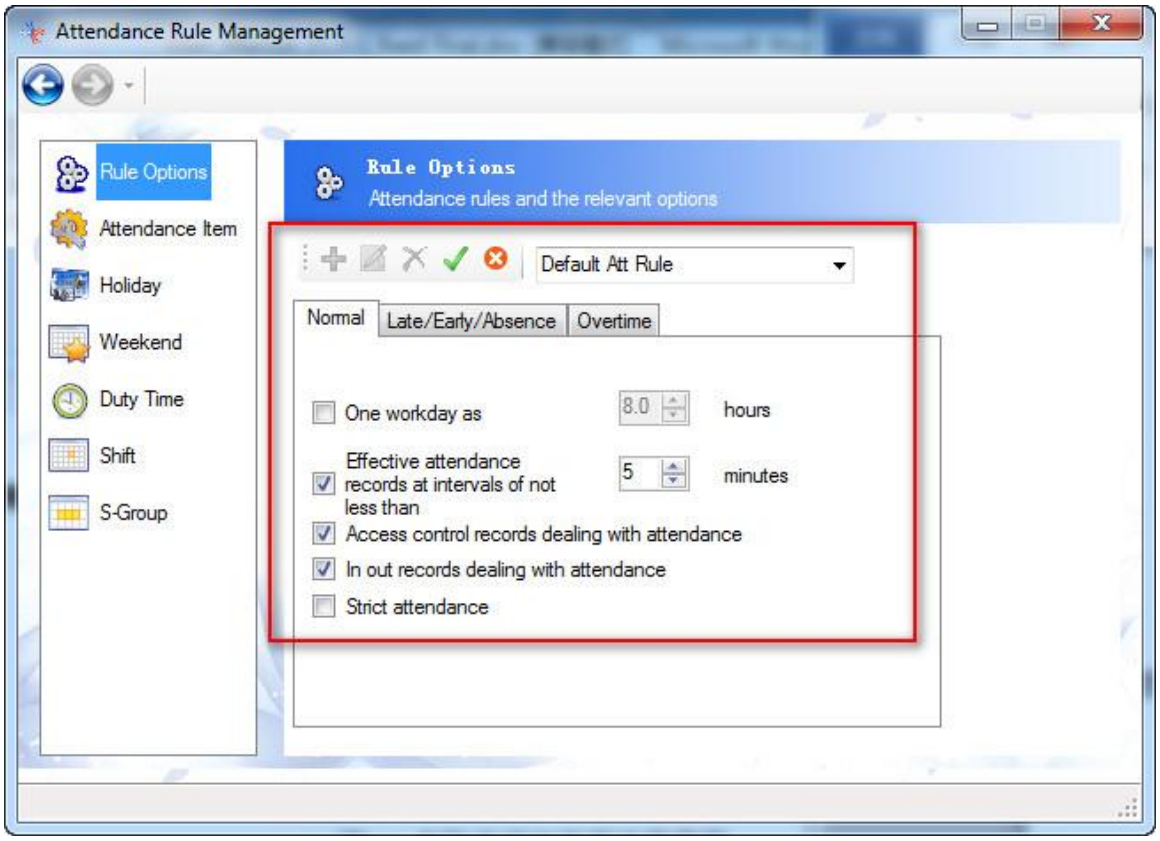
4.2.3 Att. Rules

4.2.3.1 **Attendance rules management**

Set the attendance rules according to your company working rules and requirement. The Attendance rules is setting for the software calculation.



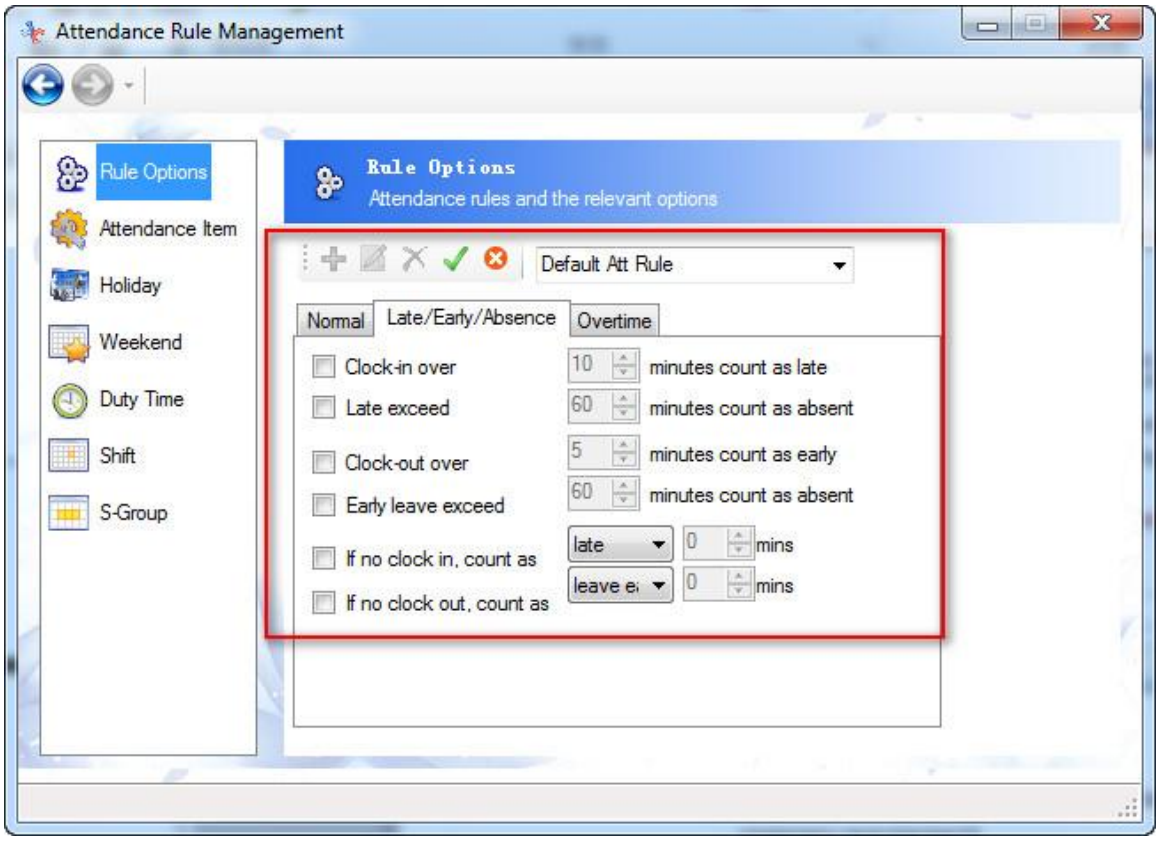
1) *Normal*



Descriptions:

A. One workday as 8 hours. You could change it to 7hours or 9hours according to your company requirement.
B. Effective attendance records at intervals of not less than 5 minutes. For example: when the employee does the attendance at 10:00, 10:01, it's less than 5mins between 10:00 and 10:01, so the software will ignore the record at 10:01.
C. Access control records dealing with attendance. if your device has access control function, you need to tick this option, or the software cannot calculate the working time.
D. In Out records are dealing with attendance. The In and Out records during working time, will be calculated to the working time.
E. Strict attendance. The software only calculate the attendance records that marked by the "Duty On" and "Duty Off".

2) ***Late / Early /Absence***

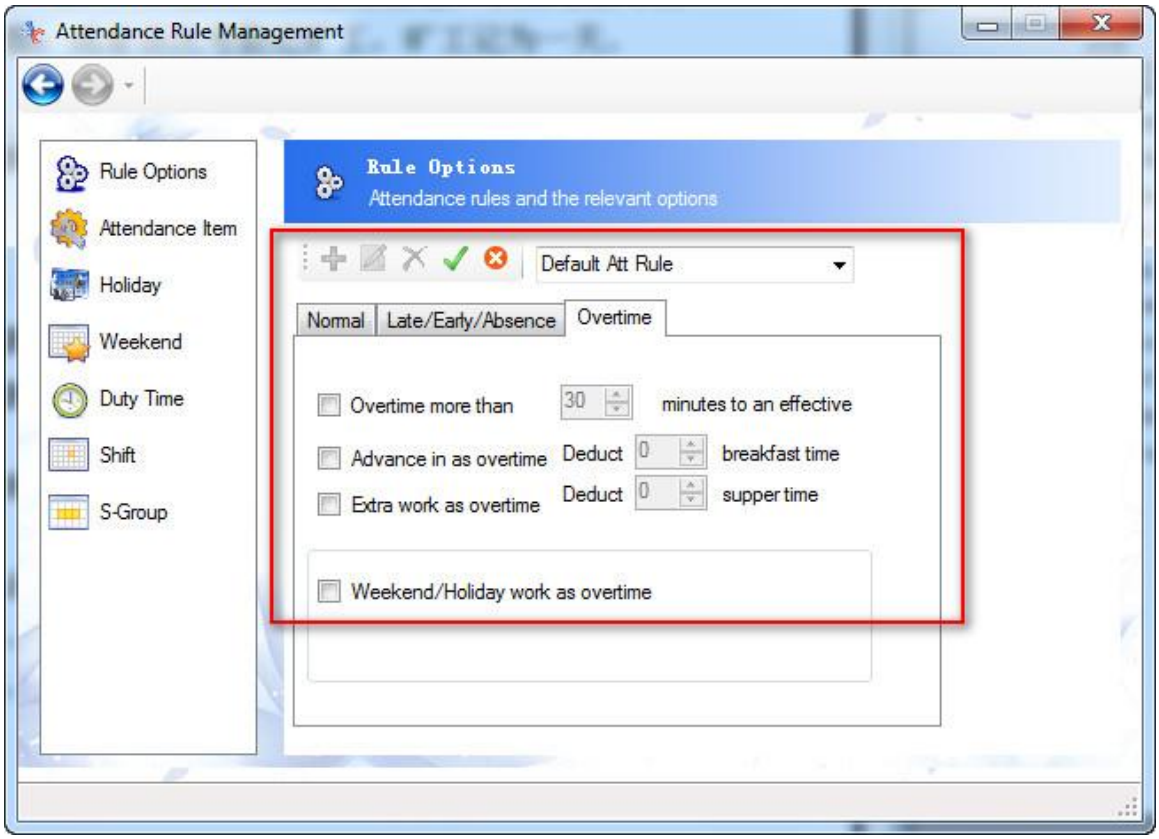


You could tick the options according to your company working rules.

Descriptions:

A. Clock-in over 10 minutes count as late. For example: the working time is 9:00, and Peter clock in at 9:11, then, this record is marked as late.
B. Late exceed 60 minutes count as absent. For example: the working time is 9:00, and Peter clock in after 10:00, it will mark Peter absent today.
C. Clock-out over 5 minutes count as early. For example: the working time is 9:00 – 18:00, and Peter clock out before 17:50, then this record will be marked as "Early".
D. Early leave exceed 60 minutes count as absent. For example: the working time is 9:00 – 18:00, and Peter clock out before 17:00, then it will mark Peter absent today.
E. If no clock in, count as late/absent. For example: Peter forgot to clock in today, so the software will mark Peter as late for 10mins? 20mins? Or mark as absent.
F. If no clock out, count as leave early/absent. For example: Peter forgot to clock out today, so the software will mark Peter as leave the work early for 10mins? 20mins? Or mark as absent.

3) Overtime



Descriptions:

A. Overtime more than 30 minutes to an effective. For example, working time is 9:00 – 18:00, and Amaris clock out after 18:40, so it mark Amaris Overtime for 40mins. But if Amaris clock out at 18:29, less than 30mins, there's no Overtime mark for Amaris.
B. Advance in as overtime. Deduct the breakfast time, if still match the first rule, mark as overtime.

For example, I set "Over time more than 30 minutes to an effective" and "Advance in as overtime, deduct 15mins breakfast time". And Amaris working time is from 9:00 – 18:00, she clocked in at 8:10, then, 9:00 – 8:10 = 50mins, then 50mins – 15mins breakfast time= 35mins > 30mins, so it mark Amaris overtime today for 35mins.

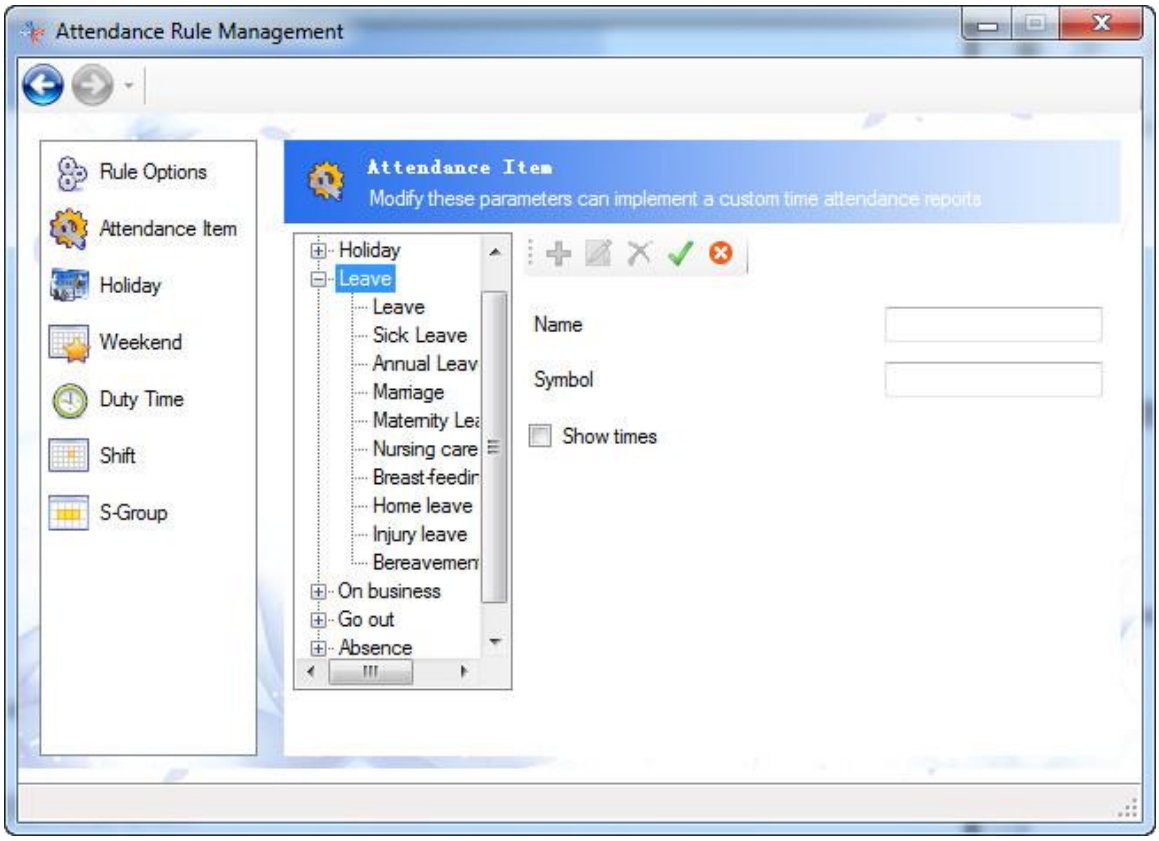
C. Extra work as overtime. Deduct the supper time, if still match the first rule, mark as overtime.

For example, I set "Over time more than 30 minutes to an effective" and "Advance in as overtime, deduct 0 supper time". And Peter working time is from 9:00 – 18:00, he clocked out at 19:00, then, 19:00 – 18:00 = 60mins, then 60mins – 0mins supper time= 60mins > 30mins, so it mark Peter overtime today for 60mins.

D. Weekend / Holiday work as overtime.

For example, we set Amaris weekend rest, and she came to work on Saturday, so we mark her Saturday record as overtime.

4.2.3.2 **Attendance Item**

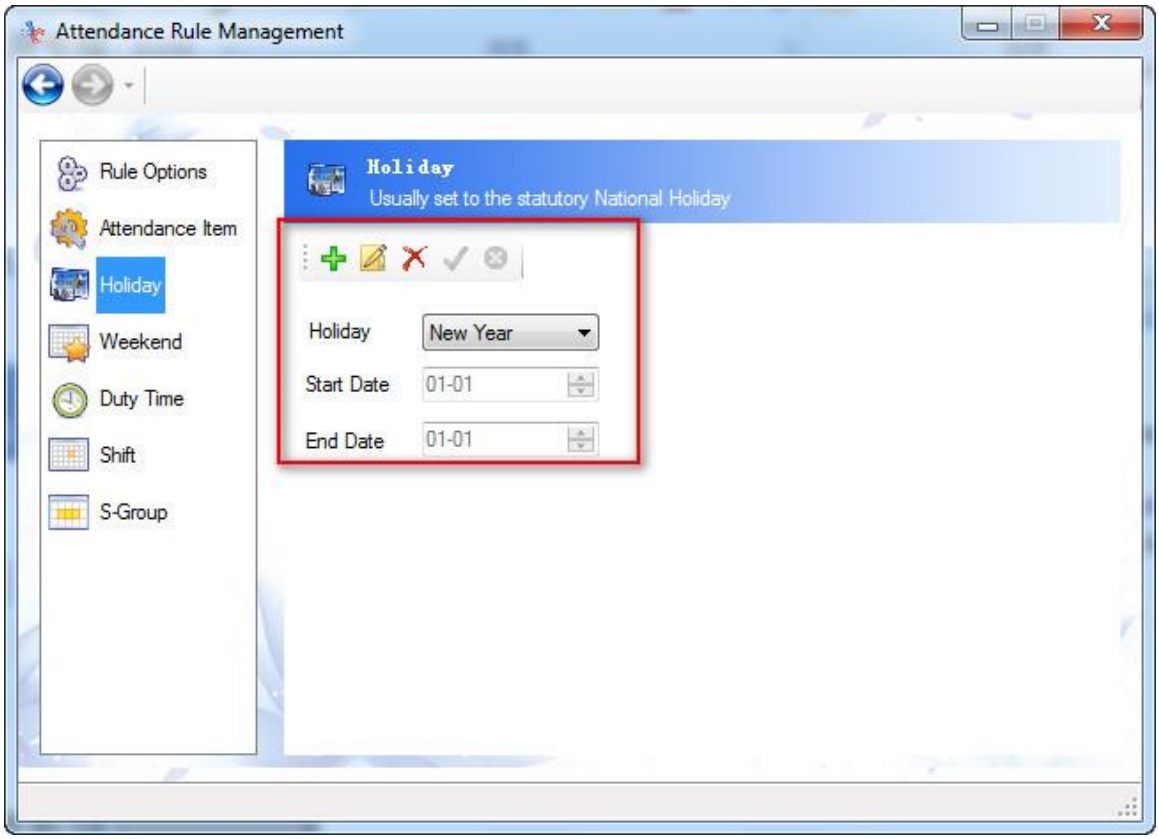


Descriptions:

A. Name: the name of the attendance type in the attendance Report.
B. Symbol: the symbol mark on the Report.
C. Show times: when you tick this option, you could check the times for the very attendance type in a Monthly Att. Report and the Symbol log report.

4.2.3.3 **Holiday**

We could set different holiday rules according to different country holiday laws.



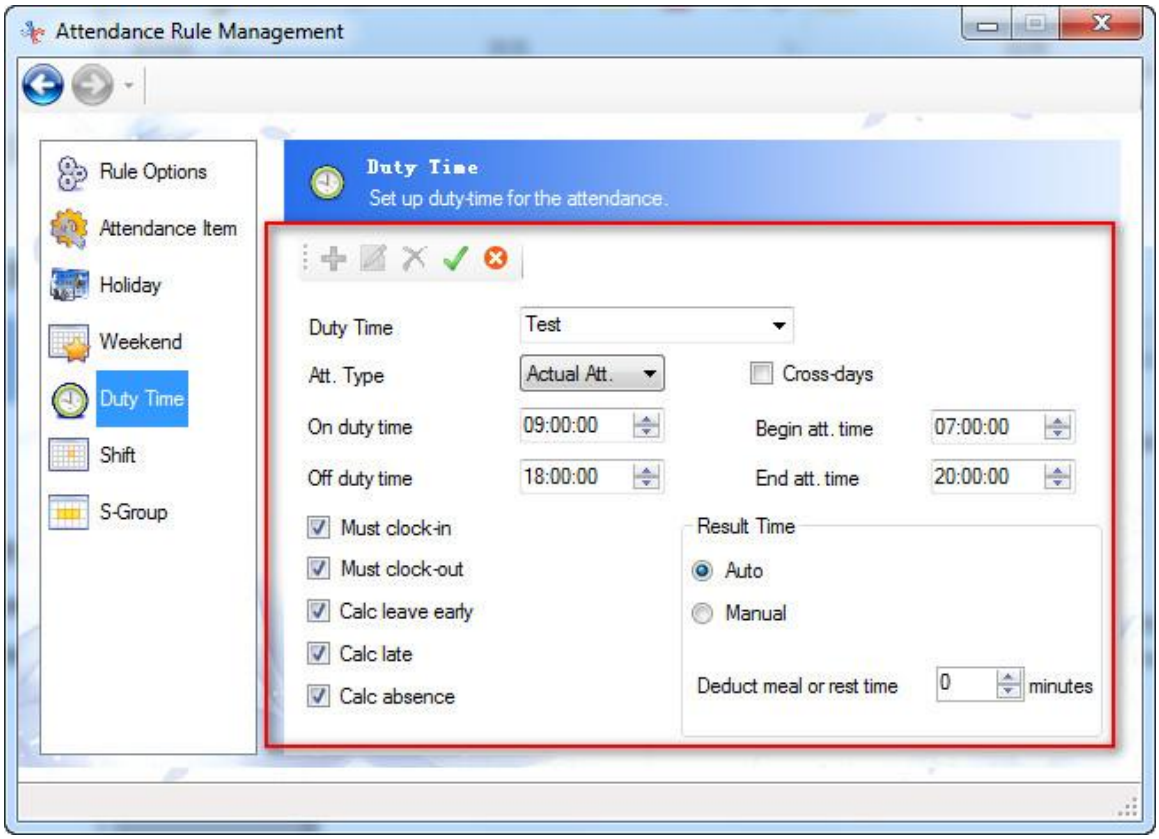
You could click to add the new holiday rules. Then click to save the settings.

4.2.3.4 **Weekend**

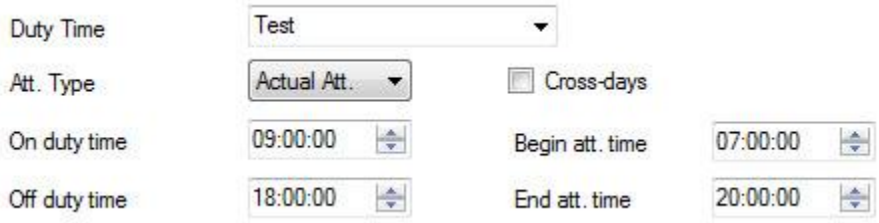
It's default to Weekend rest = Saturday + Sunday rest, Sunday rest = Sunday rest. But in some country, the weekend rest is Friday + Saturday. You need to set it according to your requirement.

4.2.3.5 **Duty Time**

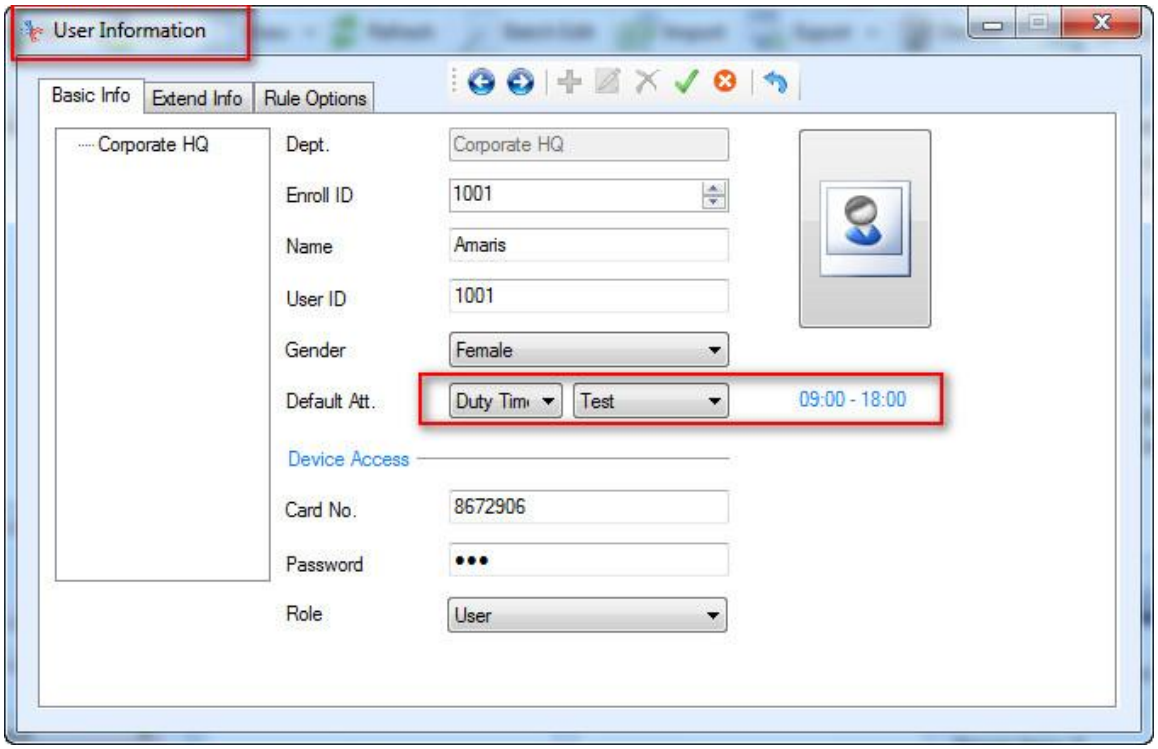
For the duty time setting, it's for the company that has simple working time, such as 9:00 – 18:00, one punch in and one punch out.



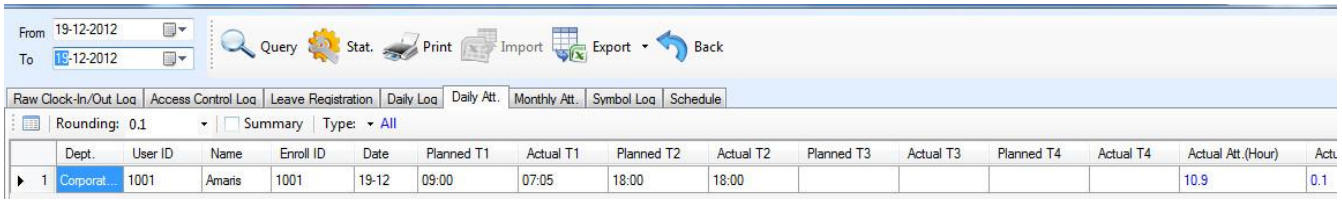
1) Click , enter the name for this duty time, here I name it as “Test”. Set the Attendance Type. And set the Duty on time, Duty off time, and the earliest calculating time, and the latest calculating time. For example:



And we apply it to Amaris on the User Management window,:

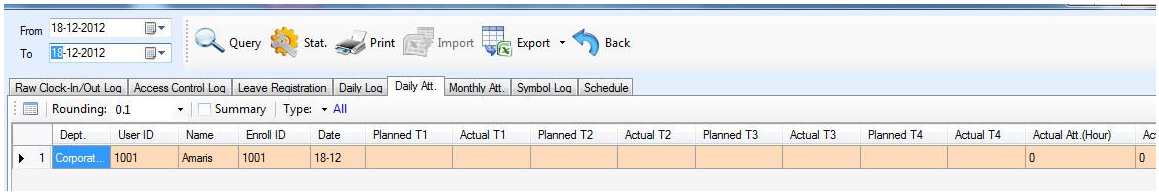


Case A: Amaris do attendance at 7:05 and 18:00, the time range is in , so in the report, the software will calculate as the following:



Case B: Amaris do attendance at 6:30 and 21:00, the time range is outside

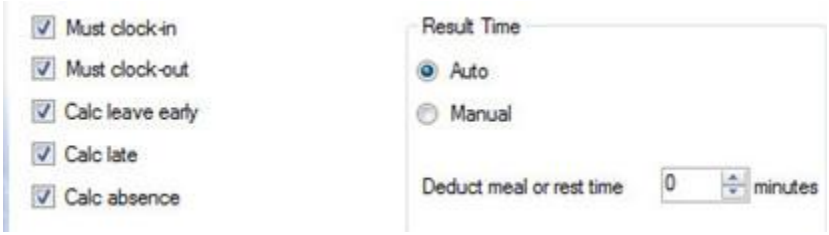
, so in the report, the software cannot calculate the working time:



Note: be attention of the setting of , when set “Begin at.time” to 7:00, employee cannot do the attendance before 7:00, or the record is useless, the software will

not calculate this record. And when we set “End att. time” to 20:00, we cannot do the attendance after 20:00, otherwise the record is useless, the software will not calculate this record.

2) set the rules according to your requirement,

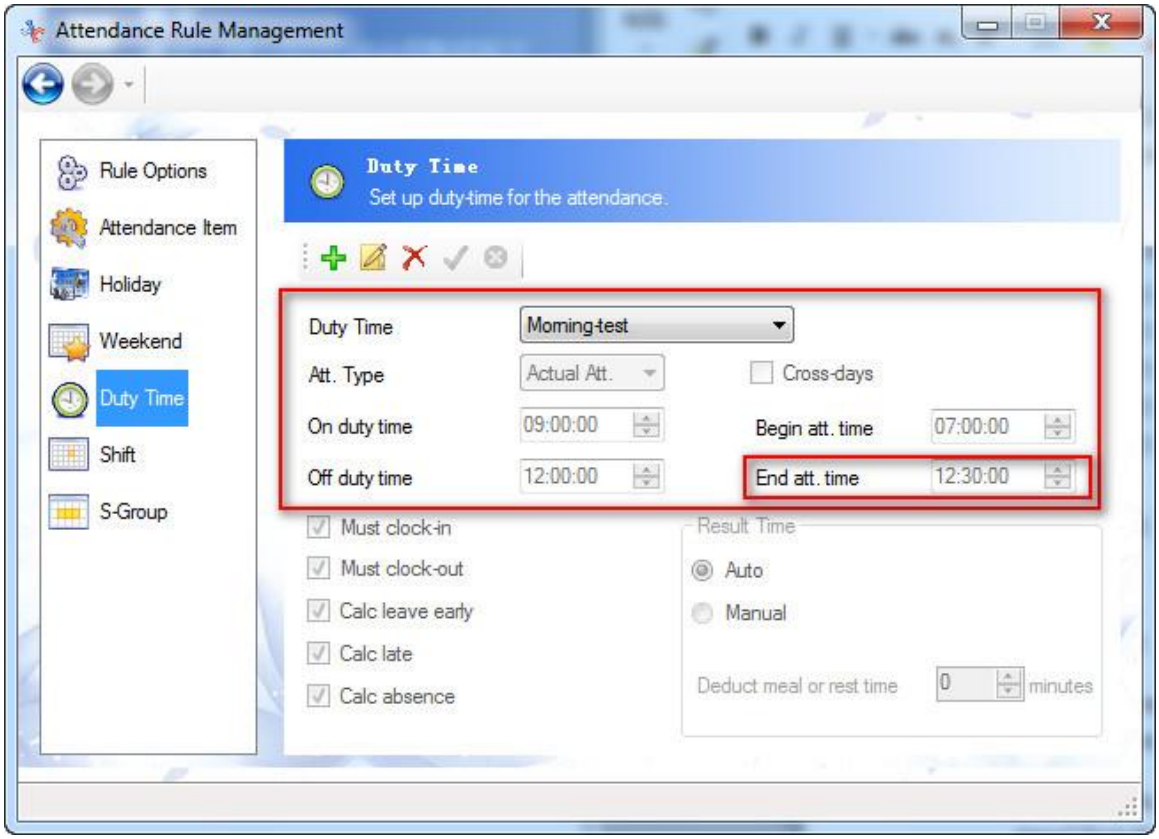


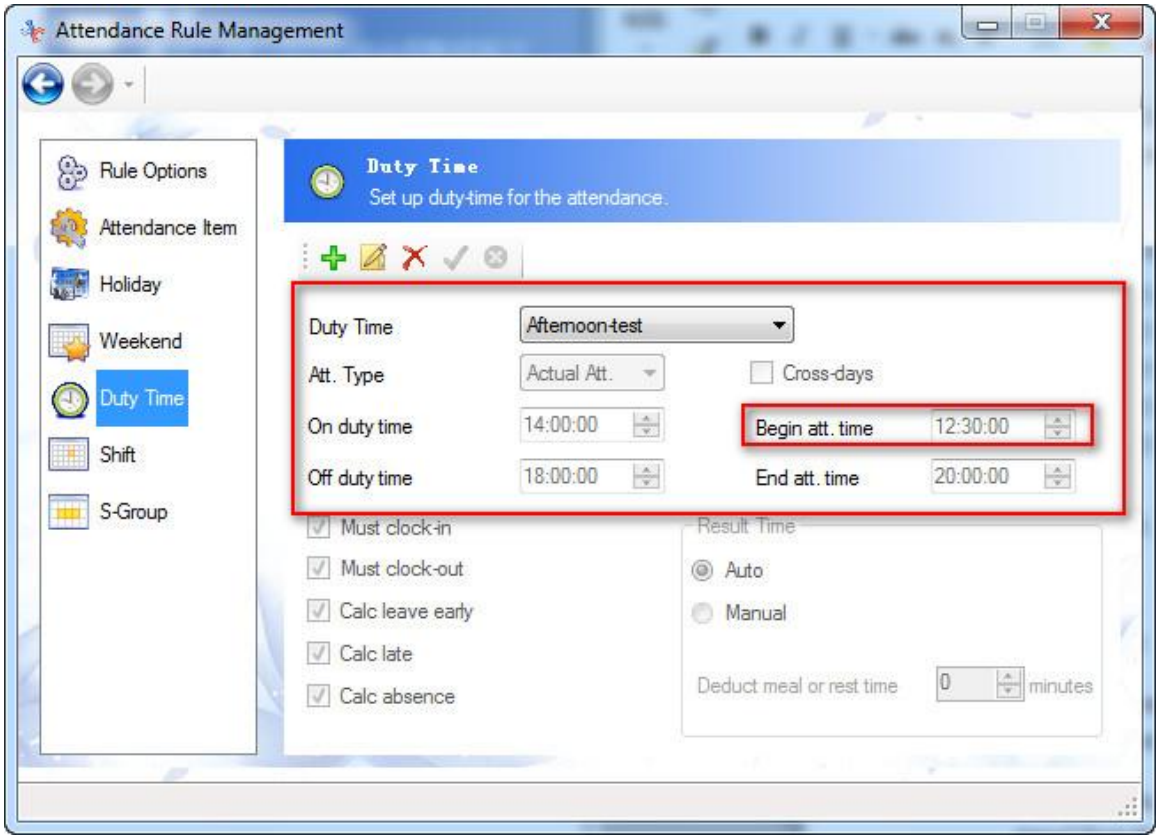
3) click to save the setting.

4.2.3.6 **Shift**

The shift is made up of different “Duty time”. The Shift rule is recommend to the company that has different duty time.

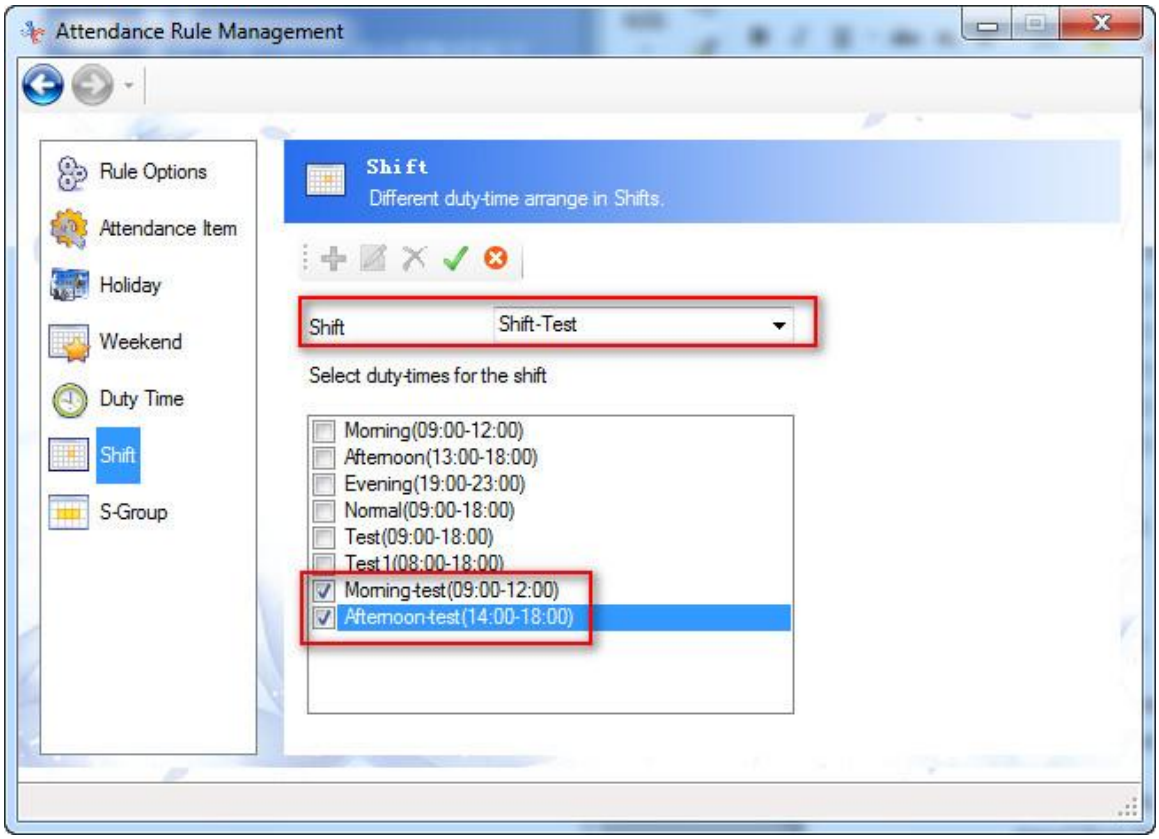
For example, company A working time: 9:00-12:00 and 14:00-18:00. So we could add two “Duty time” first (Morning-test: 9:00-12:00 and Afternoon-test: 13:00-18:00.)





Note: the time on the duty time Moring-test cannot be overlapping with the duty time Afternoon-test. That means, the "Begin att.time" in "Afternoon-test" Duty time, cannot be earlier than the "End att.time" in "Moring-test" Duty time.

Then we create a new Shift to combine Duty time "Moring-test" and "Afternoon-test".



4.2.3.7 **S-Group (Shift-Group)**

The S-Group is made up by different shift. It's recommend for the company that has the shifts system. The software will auto match the working time to the very match duty time.

For example: Company A has 3 working time, Moring working time : 6:00-10:00, Noon working time: 10:30-13:30, Afternoon working time: 14:00-18:00.

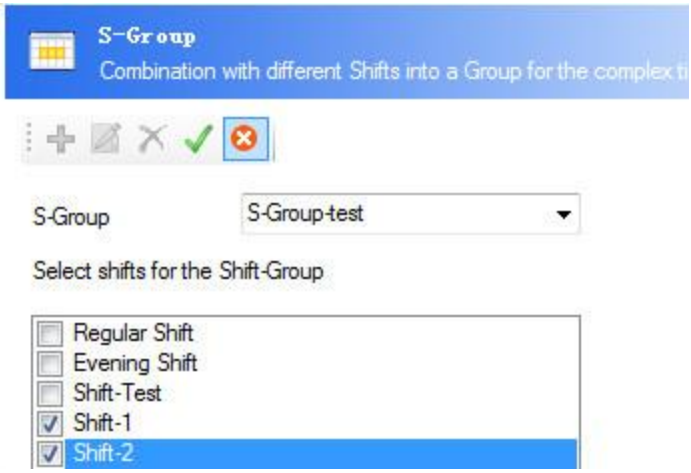
The employee can go to work for any working time, that means s/he could go to work for the Morning, or s/he could work for the Afternoon, etc. In this case, the company don't need to set the fixed working time for the employee. The software can calculate the working time according to the auto match.

We set the 3 duty time → 2 shift → 1 S-Group:

3 duty time: Morning: 6:00-10:00, Noon : 10:30-13:30, Afternoon: 14:00-18:00

2 shift: Shift-1 (Morning + Noon), Shift-2(Noon+Afternoon).

1 S-Group: Shift-1 + shift-2.



Note:

The S-Group is available for the company that has regular working time. If not, need to set the working time in “Schedule”.

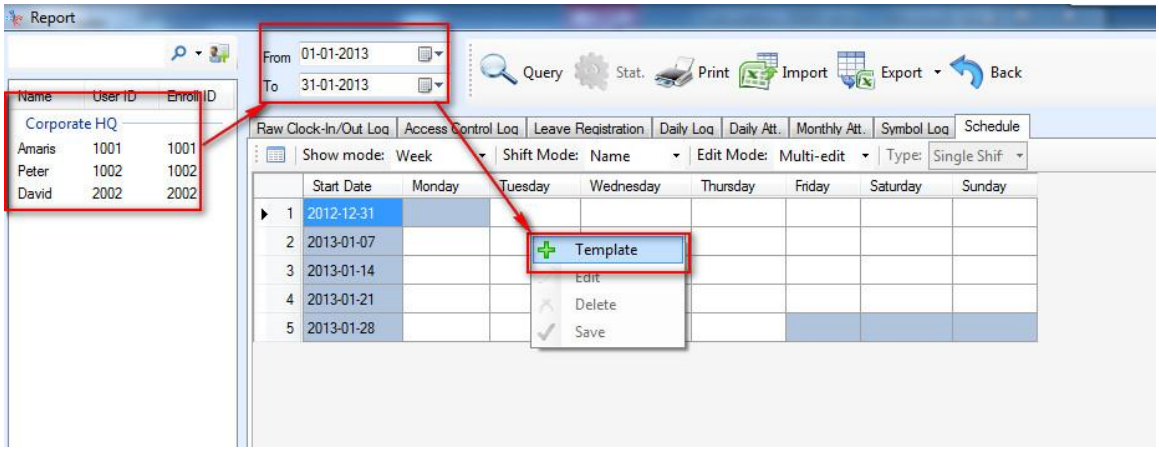
For example: the company’s working time is: Monday – Thursday working time 9:00-18:00, Friday working time 10:00-17:00. For this situation, we need to use the “Schedule”.

4.2.4 Schedule

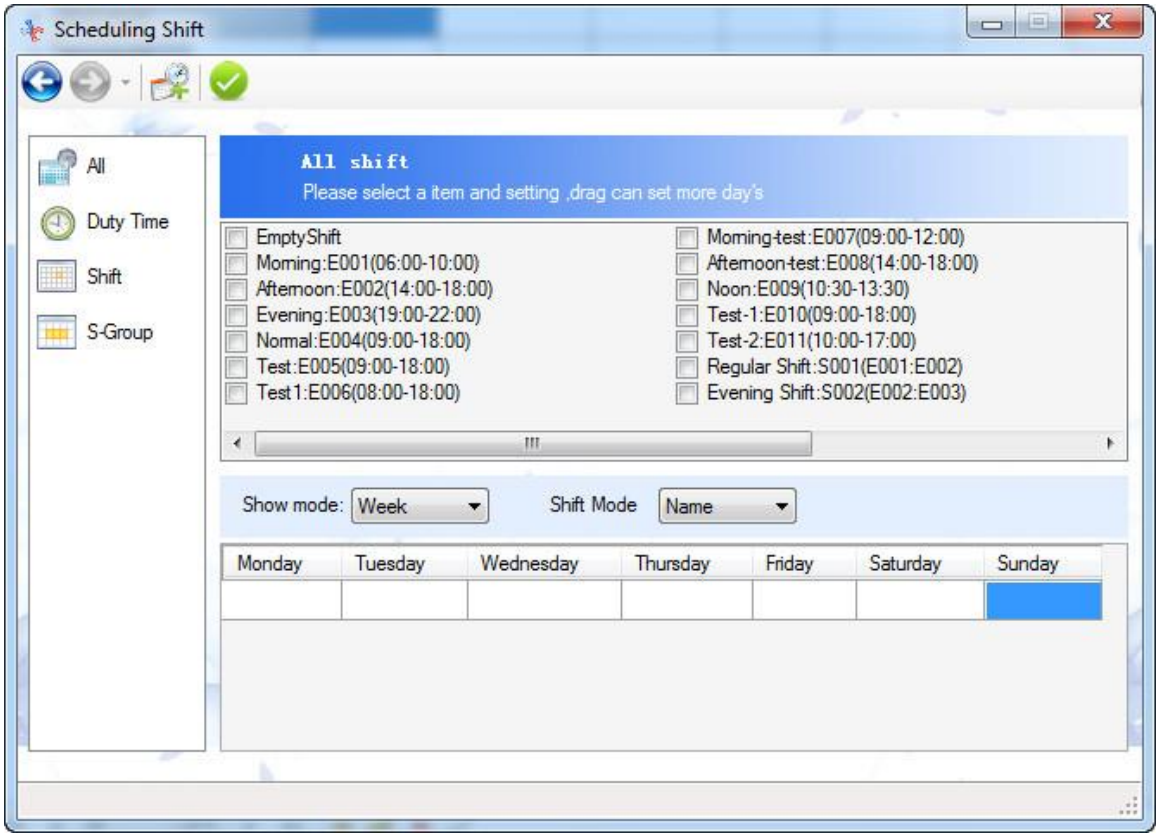
The “Schedule” is available for the company that doesn’t have a fixed working time.

For example: the company’s working time is: Monday – Thursday working time 9:00-18:00, Friday working time 10:00-17:00. And this working schedule is for Amaris, Peter and David these 3 persons. For this situation, we need to use the “Schedule”. This working schedule is for 2013 January.

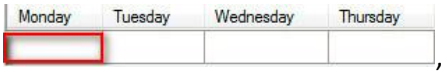
We need to set it 2 different duty time first: Test-1 (9:00-18:00), Test-2(10:00-17:00). And go to the Schedule window:

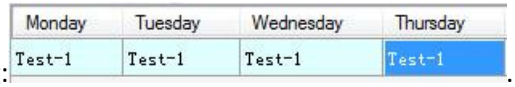


1) select the persons on the left column (Amaris, Peter, David), set the date range 2012-01-01 – 2012-01-31. Right click on the blank sheet, and click “Template”:



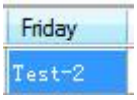
2) click

, then click the white cell under “Monday” “Tuesday” ”Wednesday” “Thursday”. 

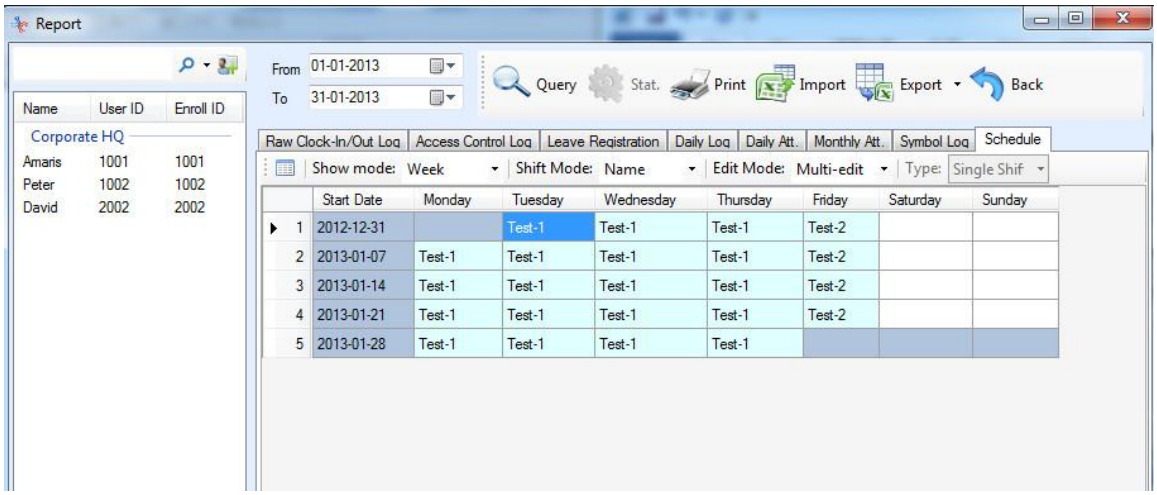
, then it turns to the following: 

.

3) Click

, then click the white cell under “Friday”: 

4) Click to save the settings. Then it shows as the following;



We can also import and export the Schedule table.

4.2.5 Report

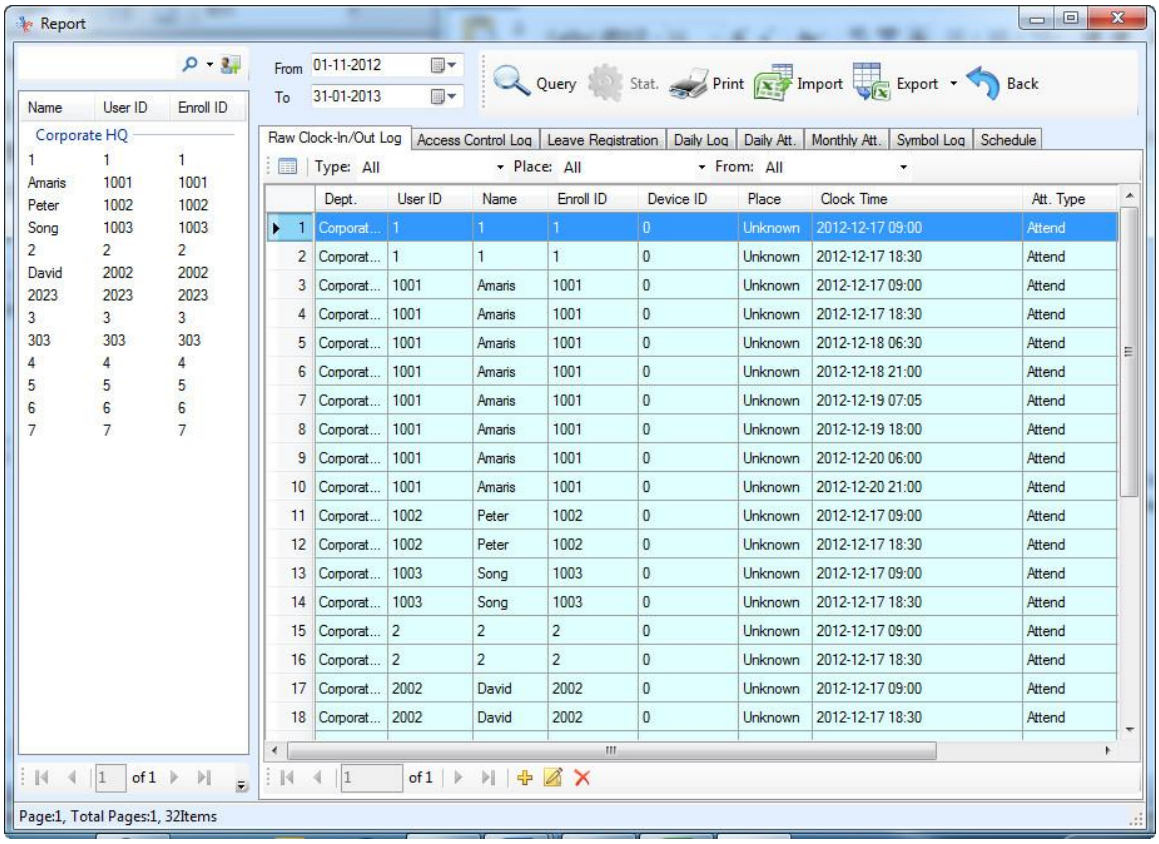
There're different kinds of reports : Raw Clock-In/Out Log report, Access Control Log report, Leave Registration report, Daily Log report, Daily Att. Report, Monthly Att. Report, Symbol Log report.

4.2.5.1 **types of report**

1. ***Raw Clock-In/Out Log report***

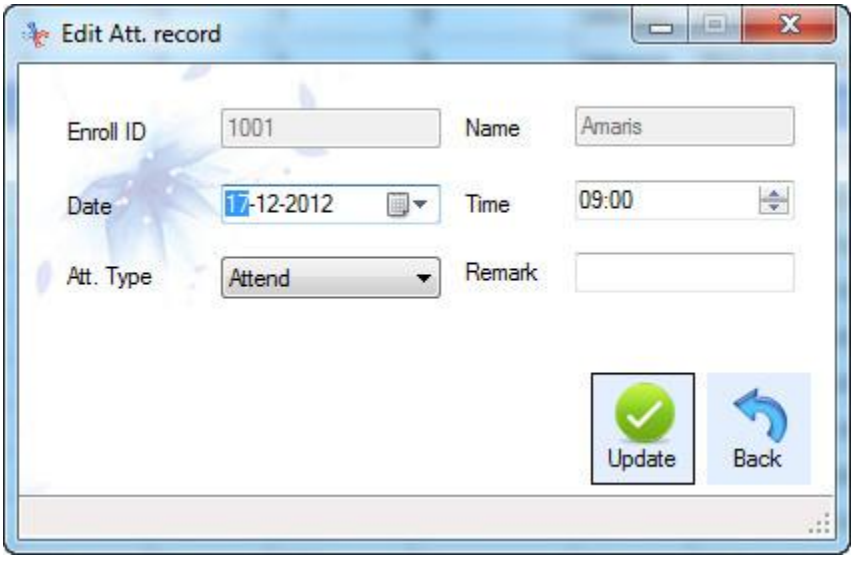
Set the date range, users and click

to get the report:



<u>select and edit the record</u>:

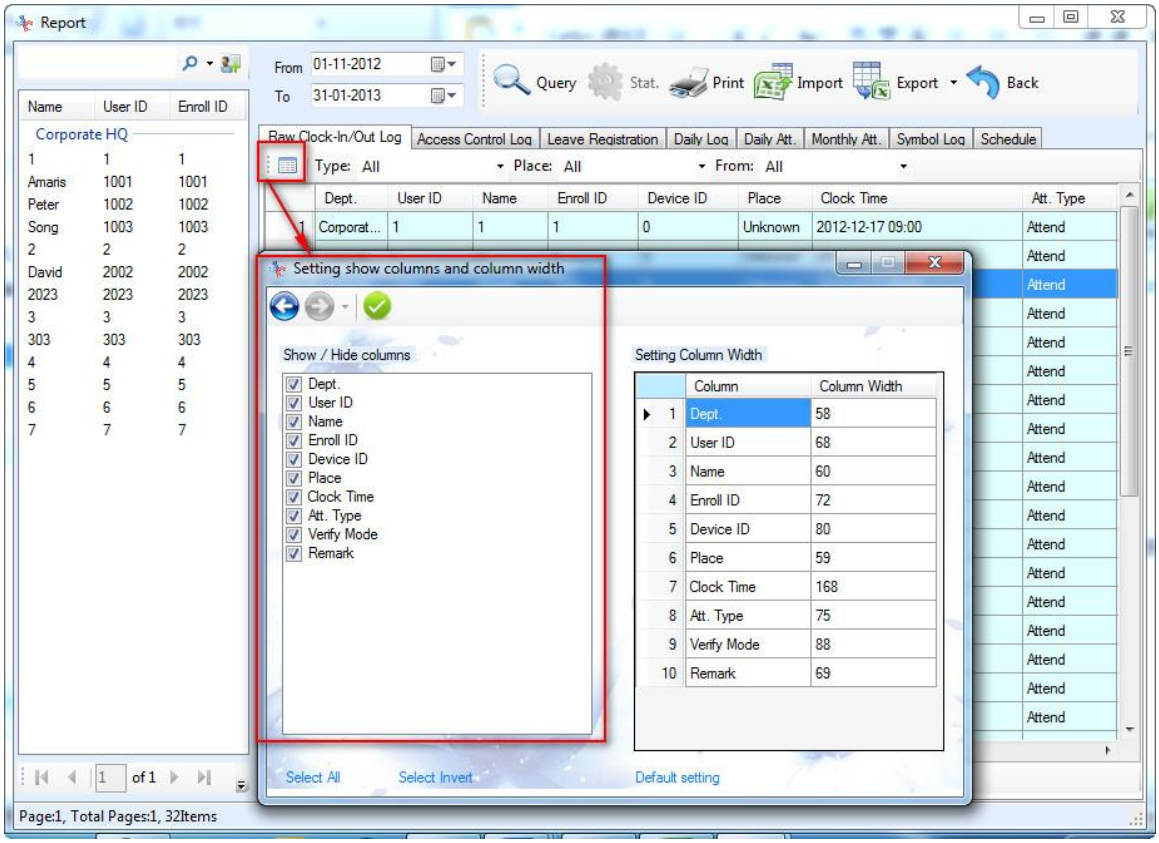
Select and double click the record and edit it,



<u>Select and delete the record</u>:

Select the record, click to delete it.

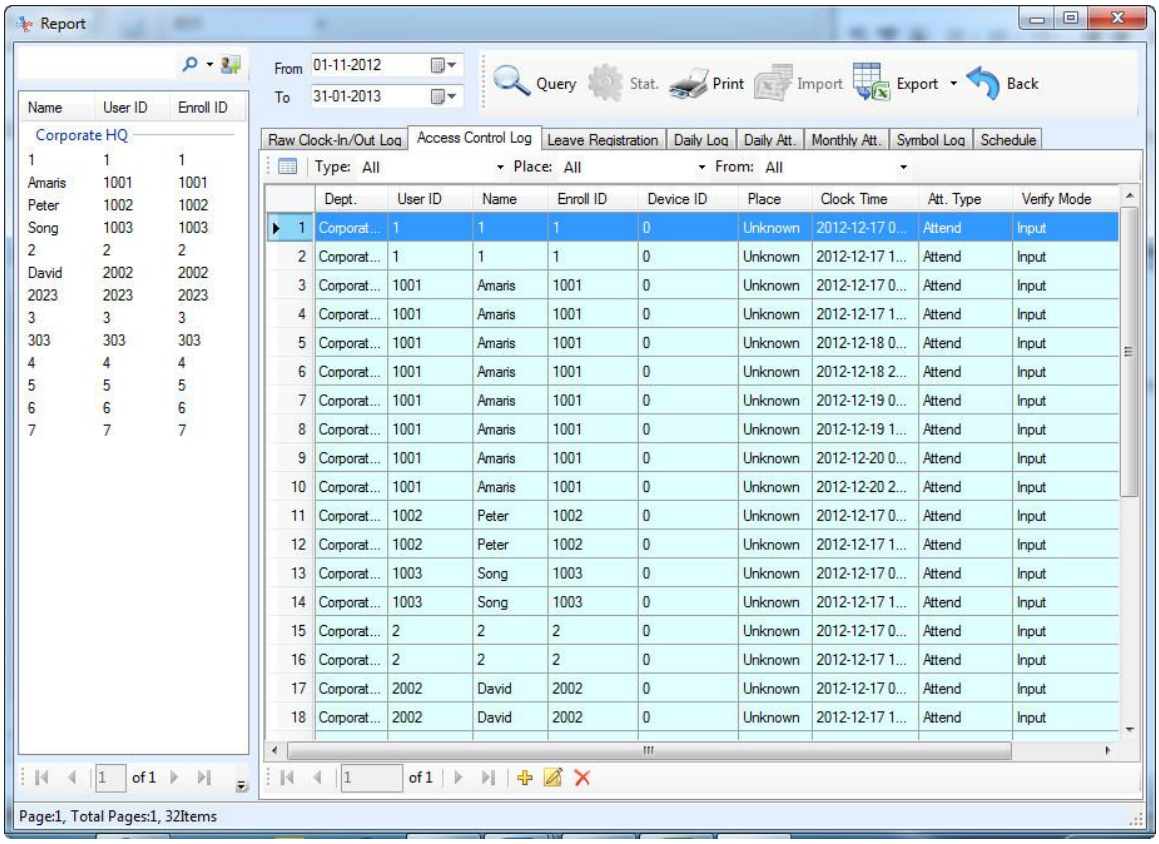
Show/Hide some column:



2. *Access control log Report*

Set the date range, users and click

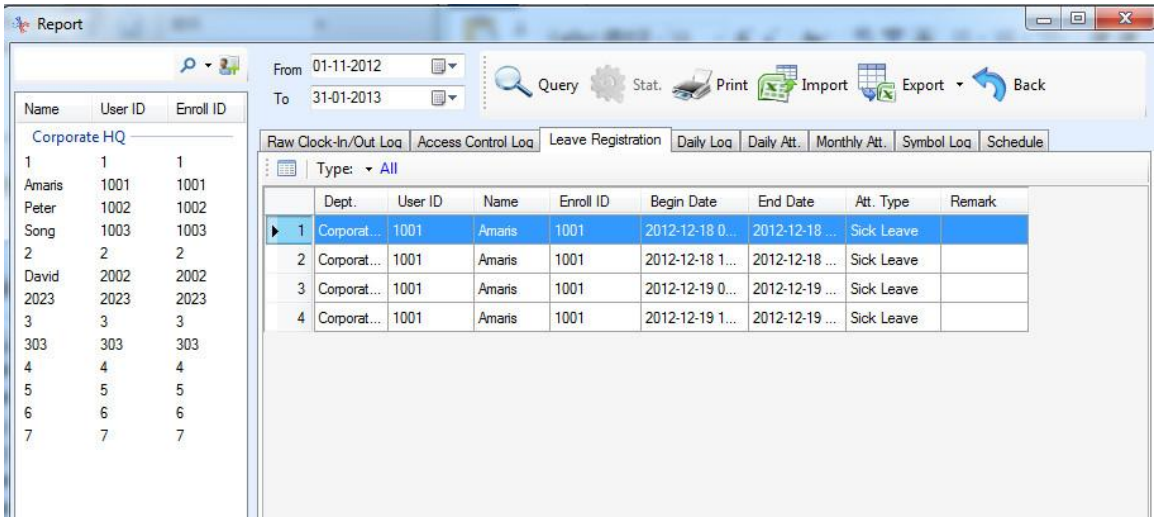
to get the report:



3. Leave Registration report

Set the date range, users and click

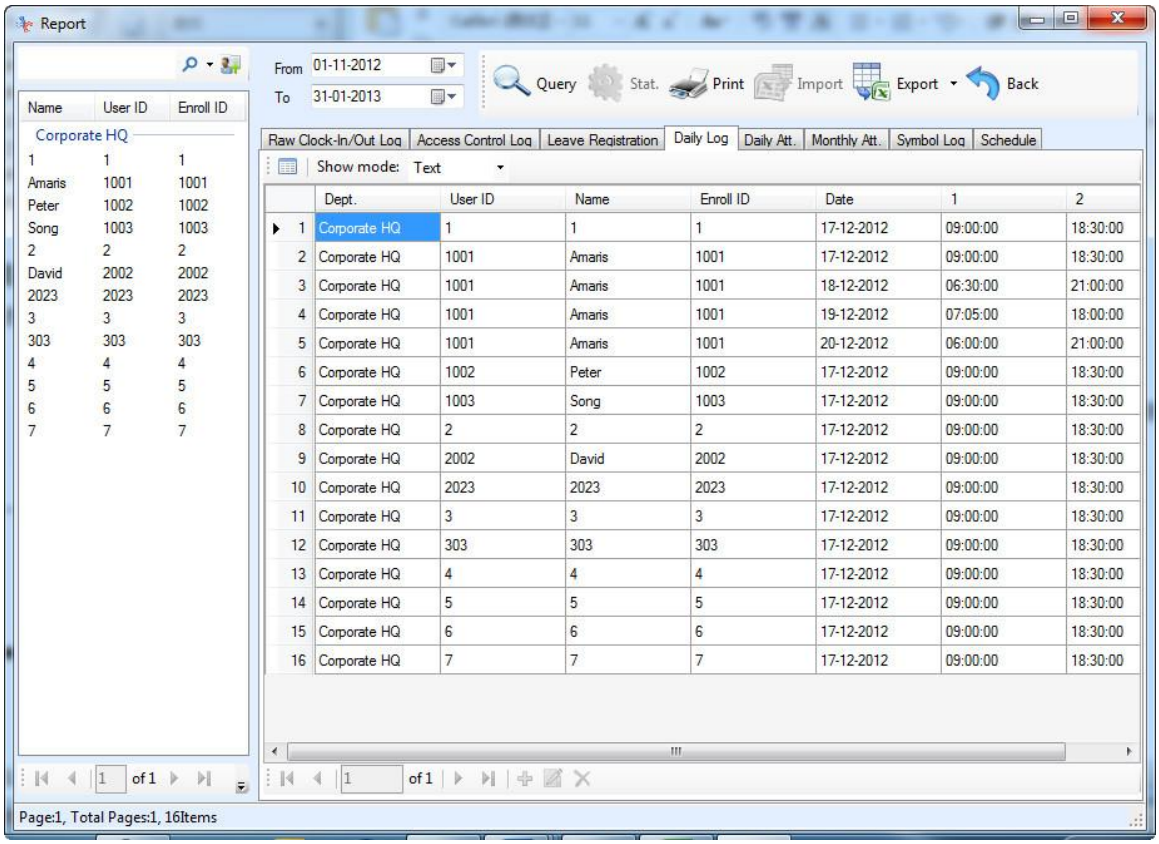
to get the report:



4. Daily Log report

Set the date range, users and click

to get the report:

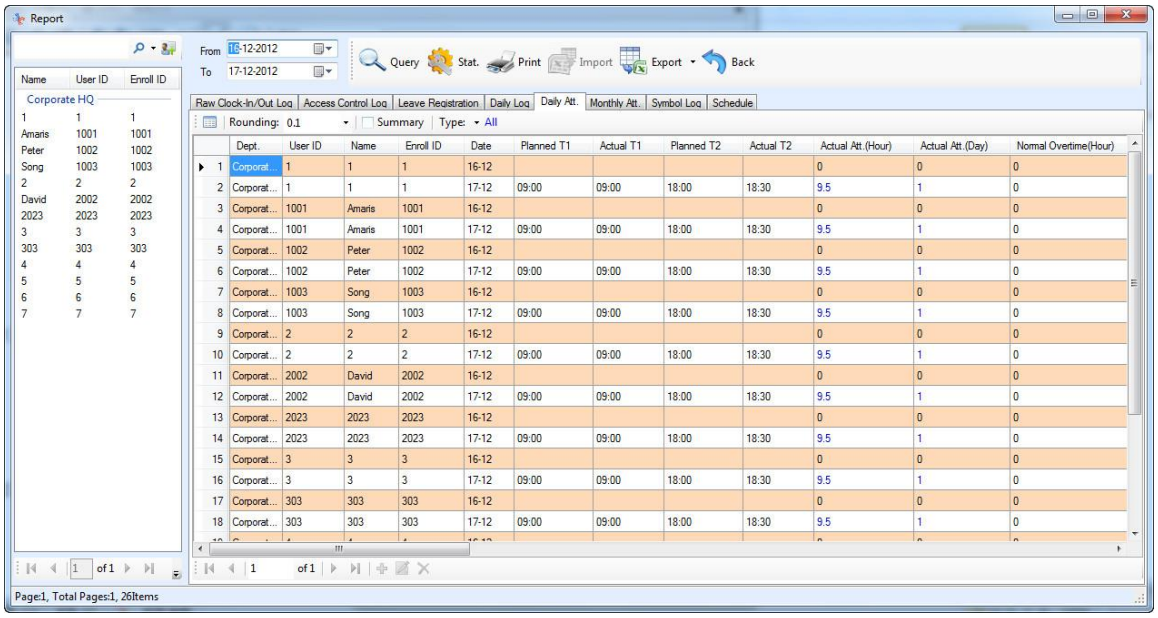


5. Daily Att. Report

Set the date range, users and click

to get the report:

If you cannot get any data from the report, please go to the “Daily Log report” and click “Query” to get that report first, then back to the “Daily Att.Report” to click “Stat.” to get this report.



1) Descriptions for the color:

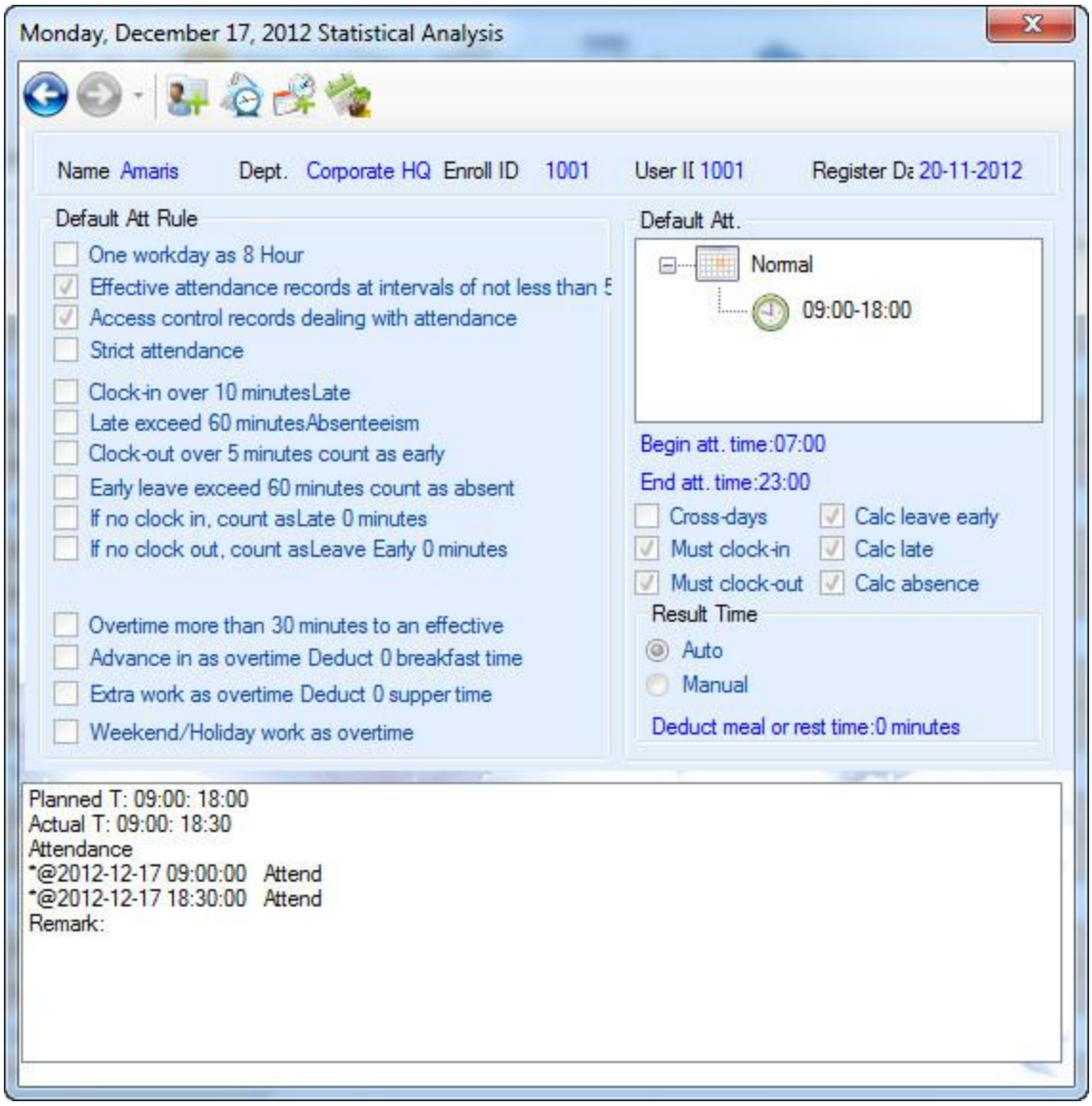
: late, early or absent.

: no stat. result.

: it's Saturday.

: it's Sunday.

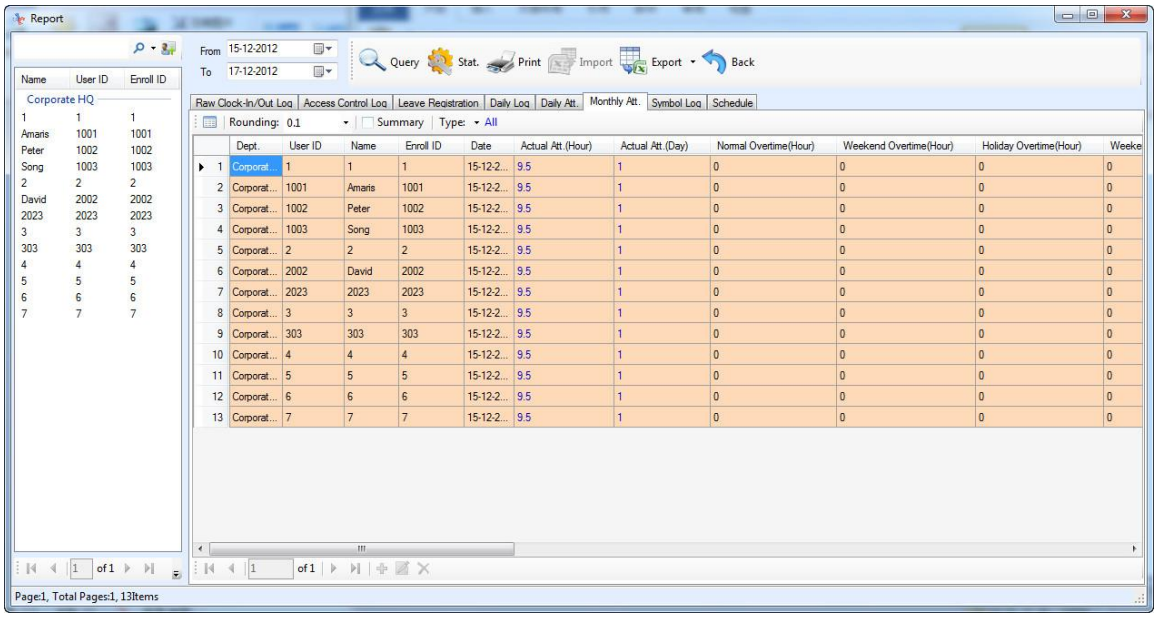
2) We can double click the record to get the attendance rule info:



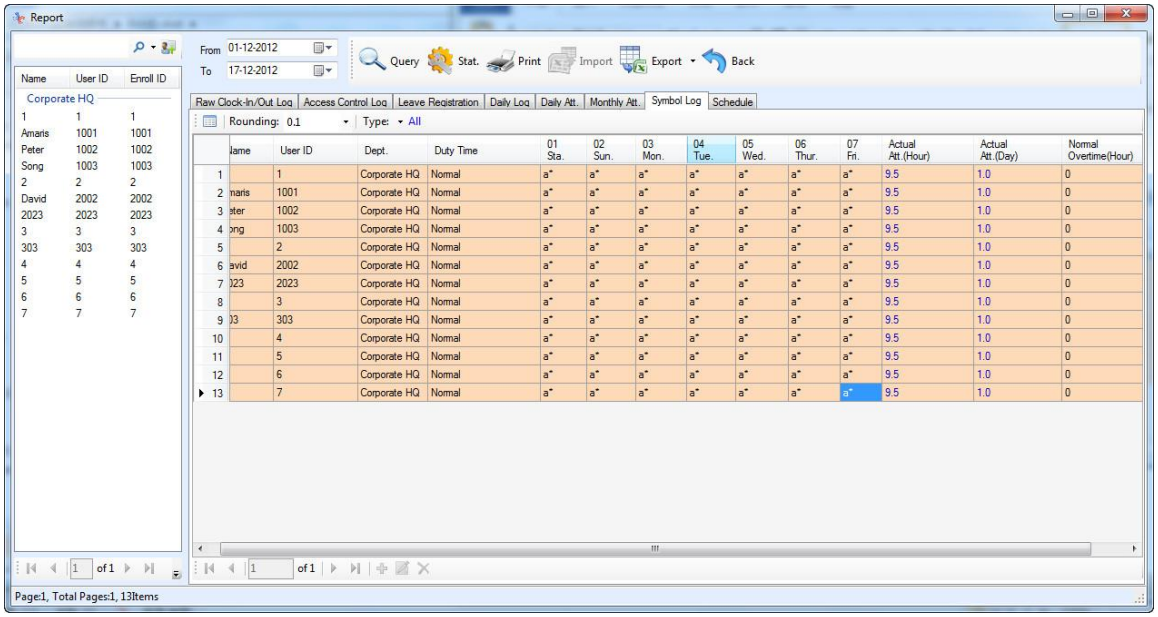
6. Monthly log Report

Set the date range, users and click

to get the report:



7. Symbol log report

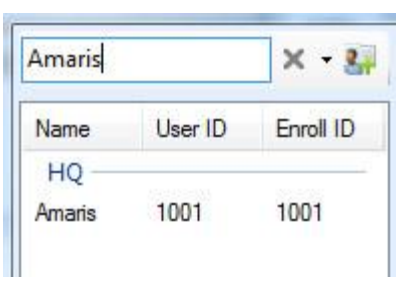


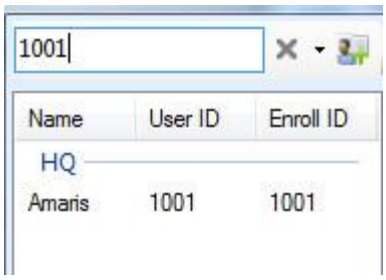
Note:

how to search and check someone or some persons' attendance records in a fast way:

1) select by name, ID, or Enroll ID:

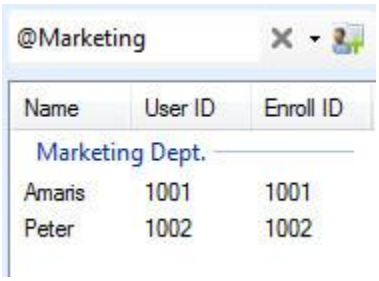
For example, we need to select Amaris's info in 2000 persons. Amaris, ID=1001.





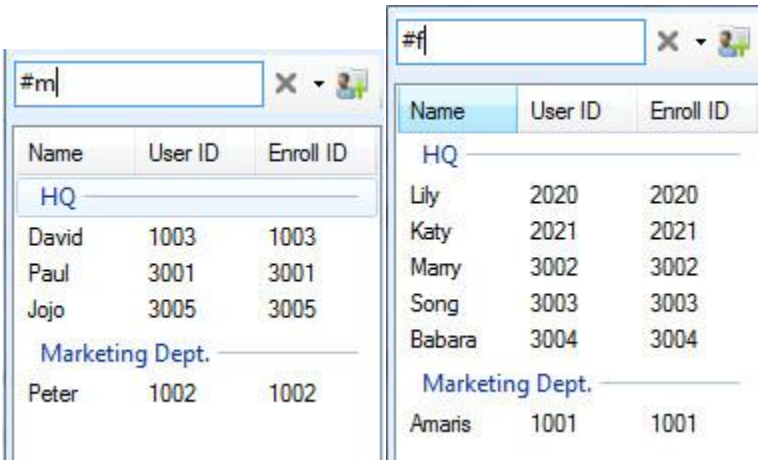
2) select by department:

For example, we need to select the Marketing dept. employee.

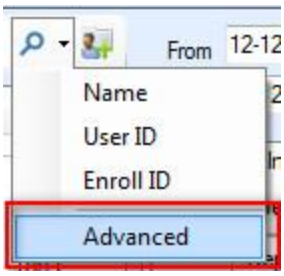


3) select by gender:

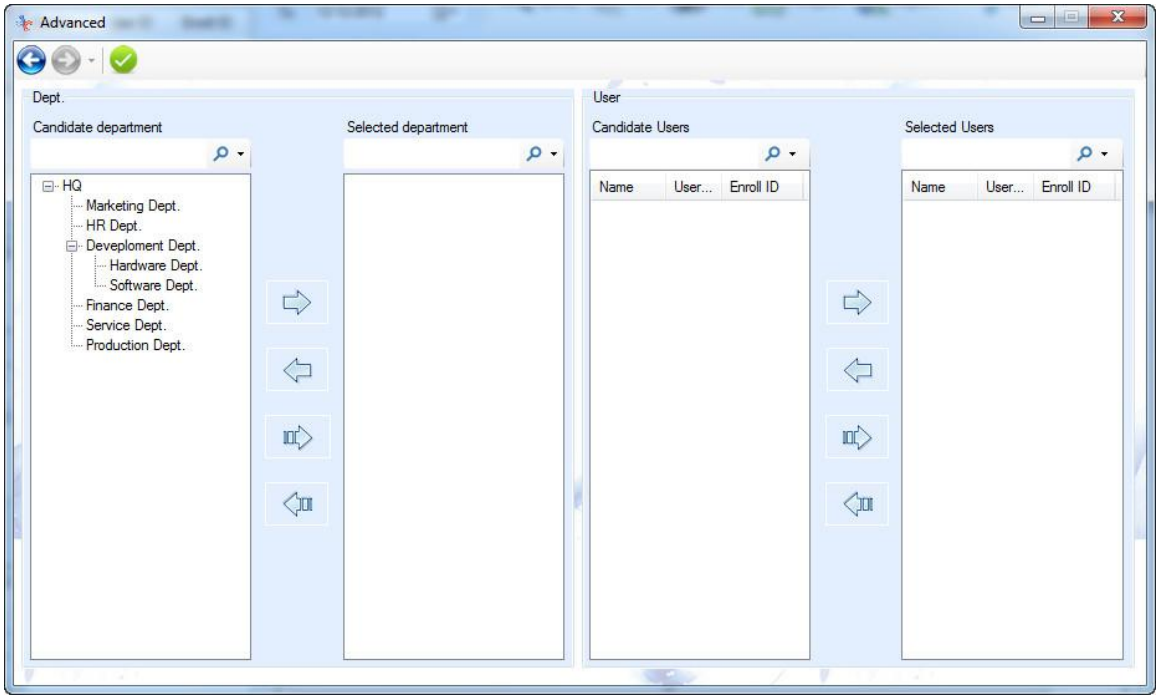
For example, we select the male or female employee.



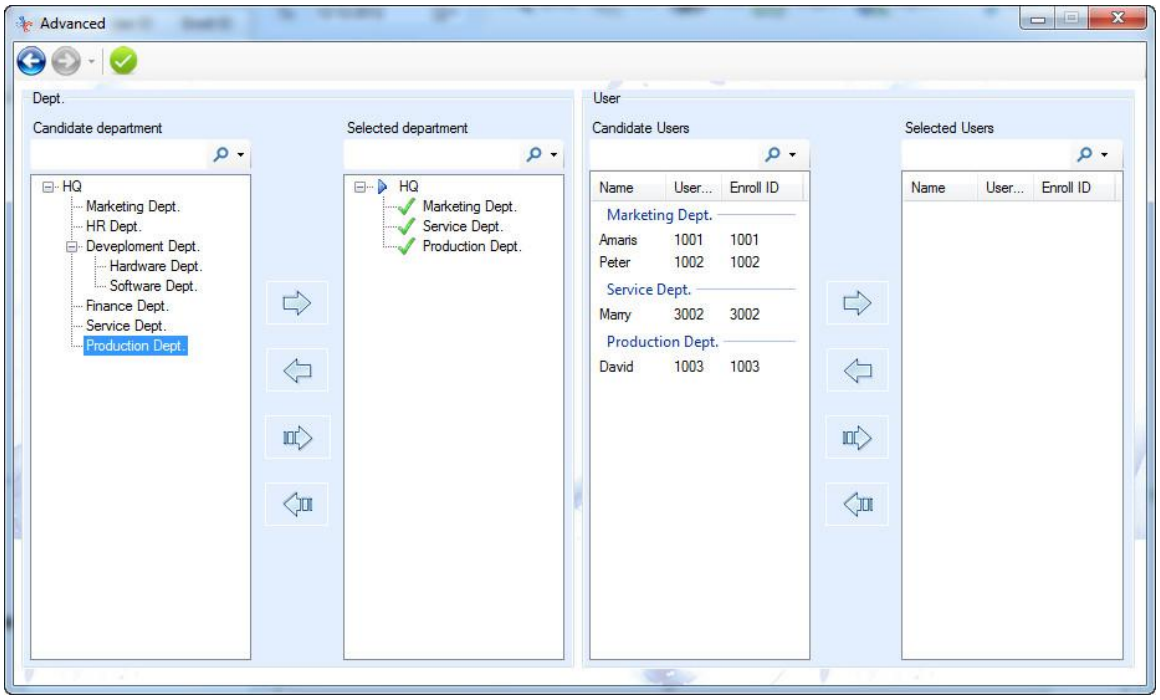
4) select employee in an advanced way:
For example, we need to check the report of all the employee from Marketing Dept., Service and Production Dept. please refer to the following:



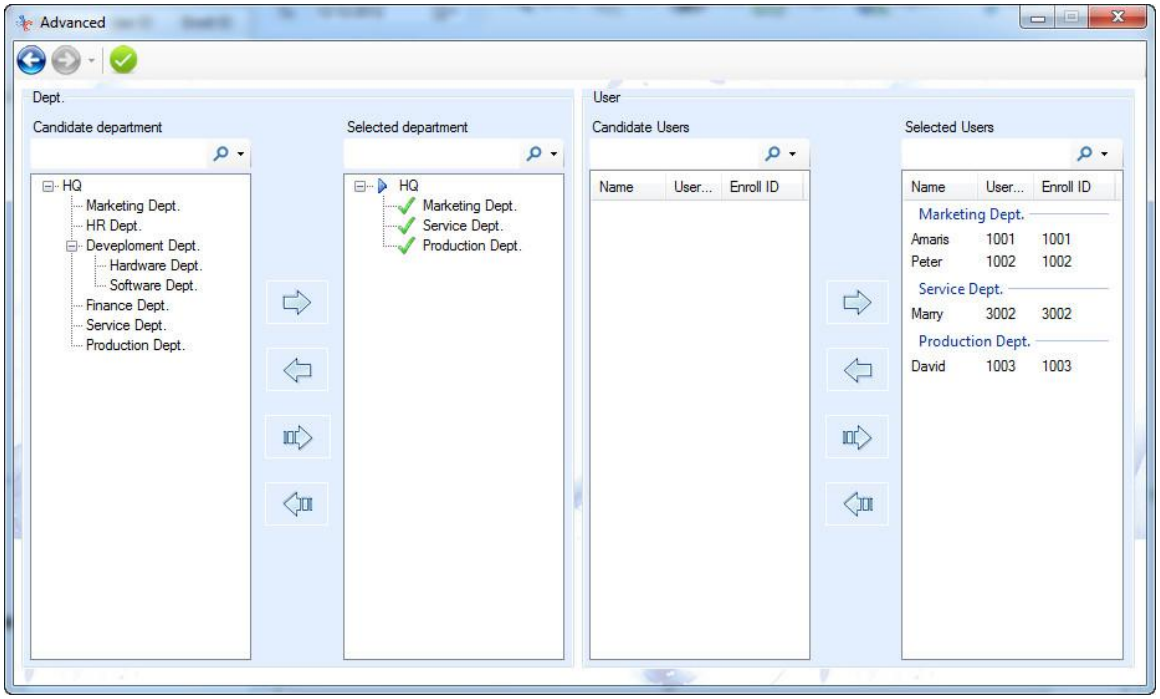
Click “Advanced” to the following:



Then double “Marketing Dept.”, “Service Dept.” and “production Dept.”, to the following:



After you select these 3 departments, all their employee will display in the “Candidate Users”, and double click all of these employ, the, they will move to the “Selected Users”.



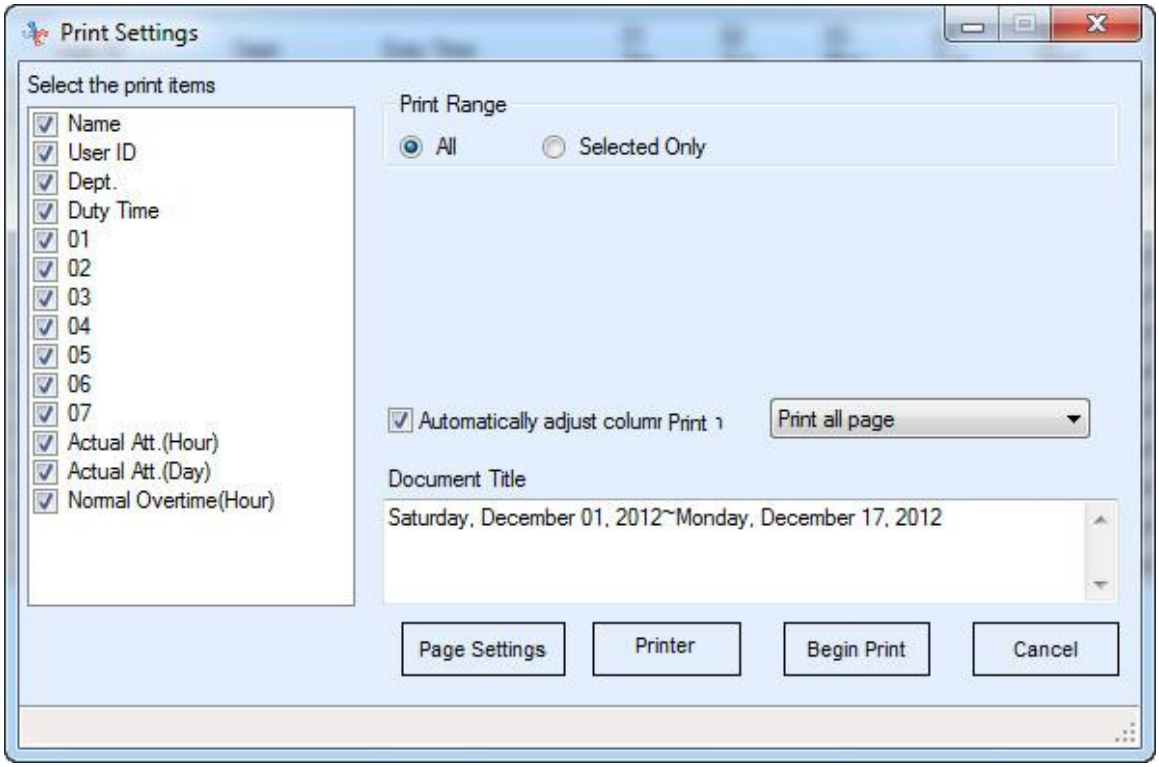
Then click to check these employee’s attendance report.

4.2.5.3 **<u>export and print the report</u>**

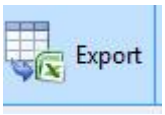
1. ***print***

Click

to the following window and select the content you need to print.



2. ***export***

Click 

to export the report to excel file and txt file.

4.3 Device Management

In the device management window, we could connect the software to the device and get the data and upload data, import data from USB flash drive.

4.3.1 Connect the device

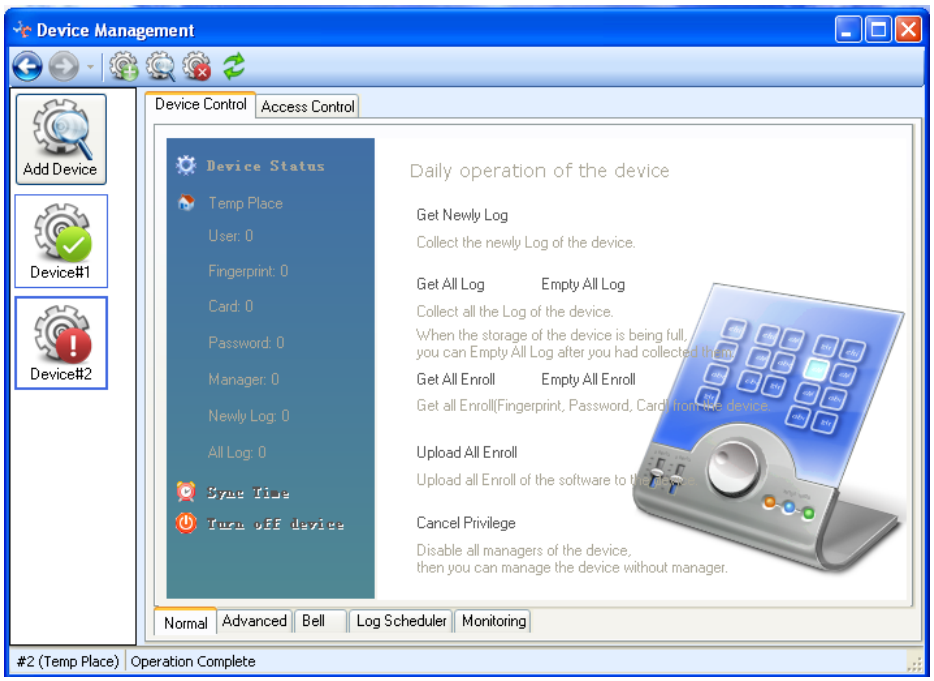
4.3.1.1 **Add device**

Connect the device to the computer (select the suitable communications: RS232/RS485, TCP/IP or USB) If there are several networking-apply devices, these devices must be set to different numbers to avoid repeating, for example: 001,002

1) RS232/RS485 Communication

Click Device Management on the menu →Connect→ click or Add Device on the left column to popup Connect to the Device window.
Select RS232/RS485 communication, the settings of Device ID and date remain the same with the ones on the terminal, select the COM Port. Then click Search, as the following.

It will display Successful Connect Prompt Box, corresponding to the data searched. Click OK and there will be the icon of Add Device on the left of the window, as the following.

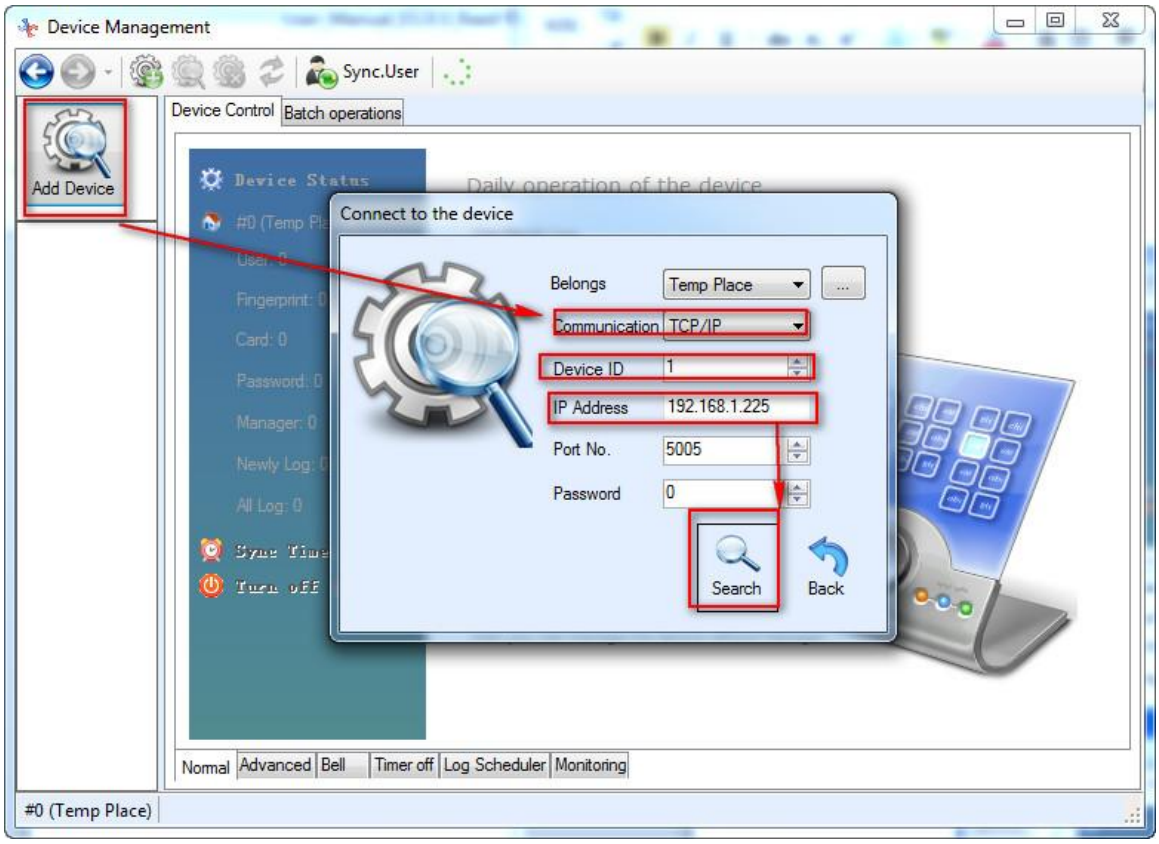


Click Add Device for more devices.

2) TCP/IP Communication

Click Device Management on the menu →Connect → click or Add Device on the left column to popup Connect to Device window.

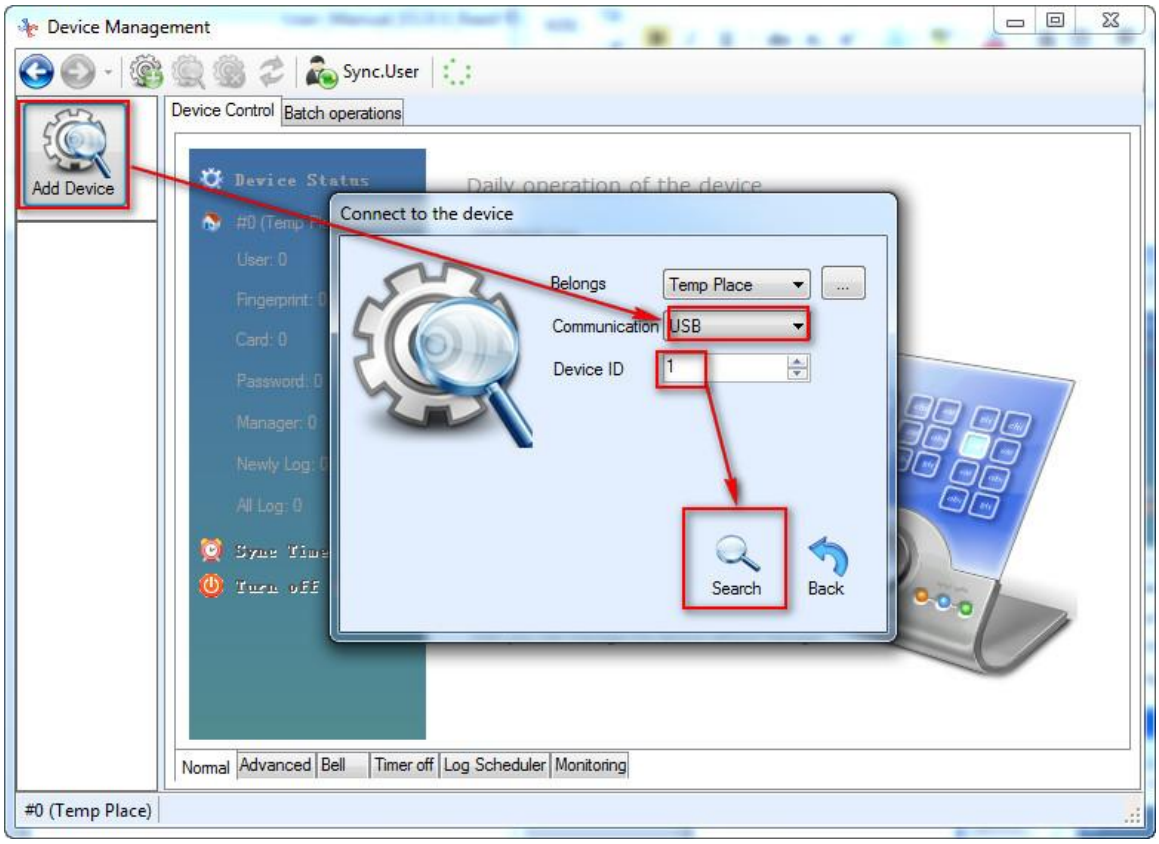
Select TCP/IP communication, the Device ID, IP Address and Password must remain the same with the ones on the terminal. No communication password defaults as 0.



3) USB Communication

Click Device Management on the menu →Connect→ click or Add Device on the left column to popup Connect to the Device window.

Select USB communication, the Device ID must remain the same with the ones on the terminal. Device ID defaults as 1.

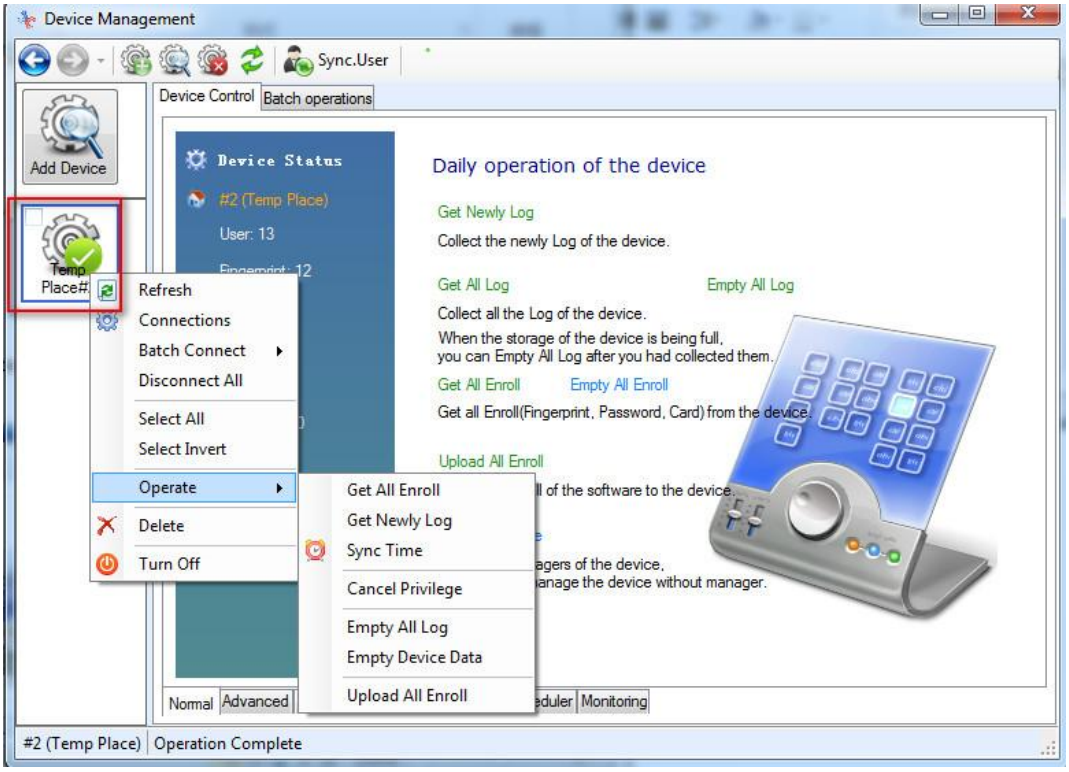


4.3.1.2 **Device Management setting**

Select the device connected, such as Device #1, and click Edit on the menu or right-click Device #1→ connect to option, and there will be a corresponding window of device property. Then you can set the device's communication, device ID, IP address and others. About the connection setting, please refer to 4.3.1.1 .

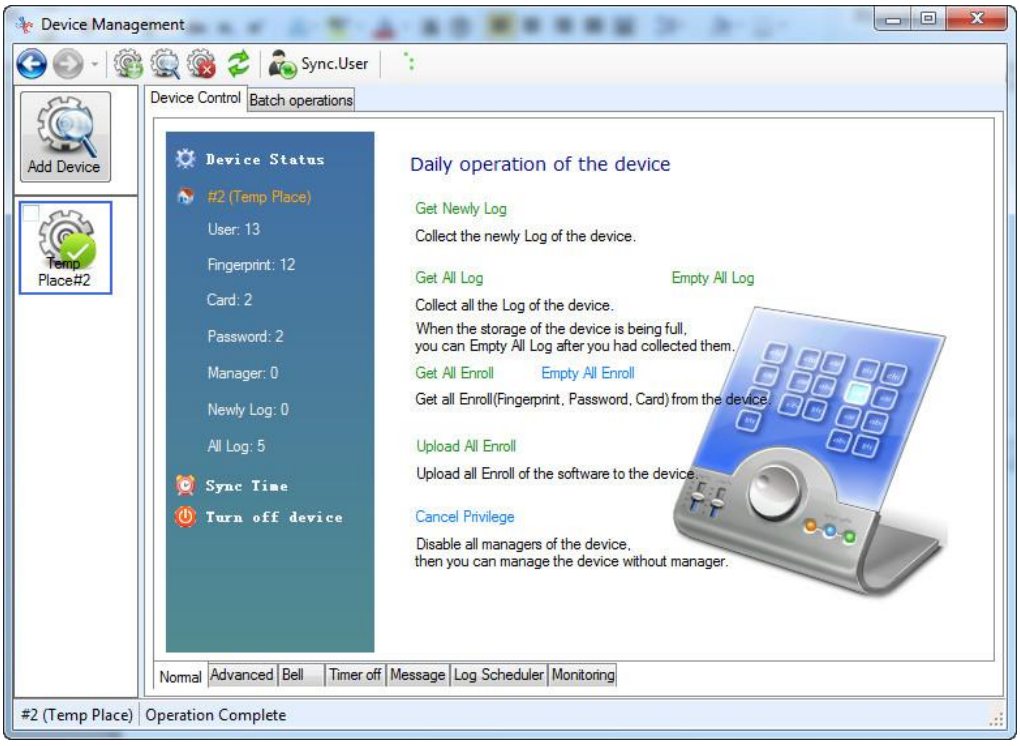
Right click the

:



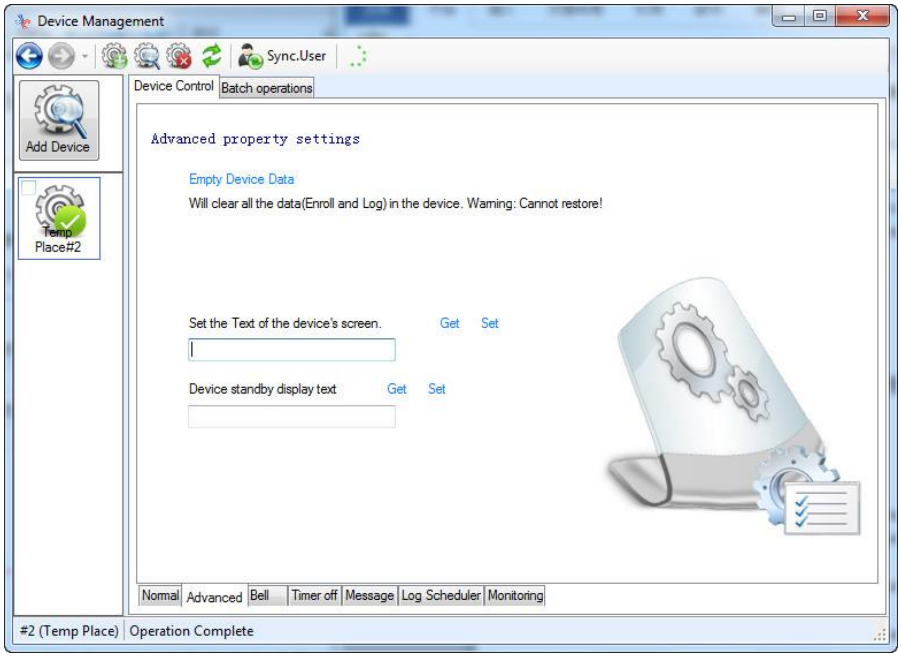
When connect the software to the device, it shows some basic data of the device: amount of user, fingerprint, card, password, manager, newly log, all logs.

1. Normal



1) **Get newly log**
   Download the new log from the devices, the logs on the device that never be downloaded before.
2) **Get all log**
   Download all the attendance logs from the device.
3) **Empty all log**
   Clear all the attendance log on the device. Once you click “Empty all log”, you cannot get the old attendance records on the device any more.
4) **Get all enroll**
   Download all the employee info from the device, including the fingerprint data, password, Card.
5) **Empty all enroll**
   Clear all the enroll info on the device. Once you click “Empty all enroll”, you cannot get the old enroll data from the device.
6) **Upload all enroll**
   Upload all the enroll info from software to the device.
7) **Cancel Privilege**
   Remove the privilege to enter the device MENU. When your staff that in charge of the time attendance resign from the company, and s/he set some admin to enter the device menu. You cannot enter the device MENU, as it need the admin id and password or fingerprint. You could connect the device to the PC software via the USB connection and “cancel Privilege” on the software.
8) Sync Time
   Sync. the device time with the current PC.
9) Turn off device
   Turn off the device via the software.

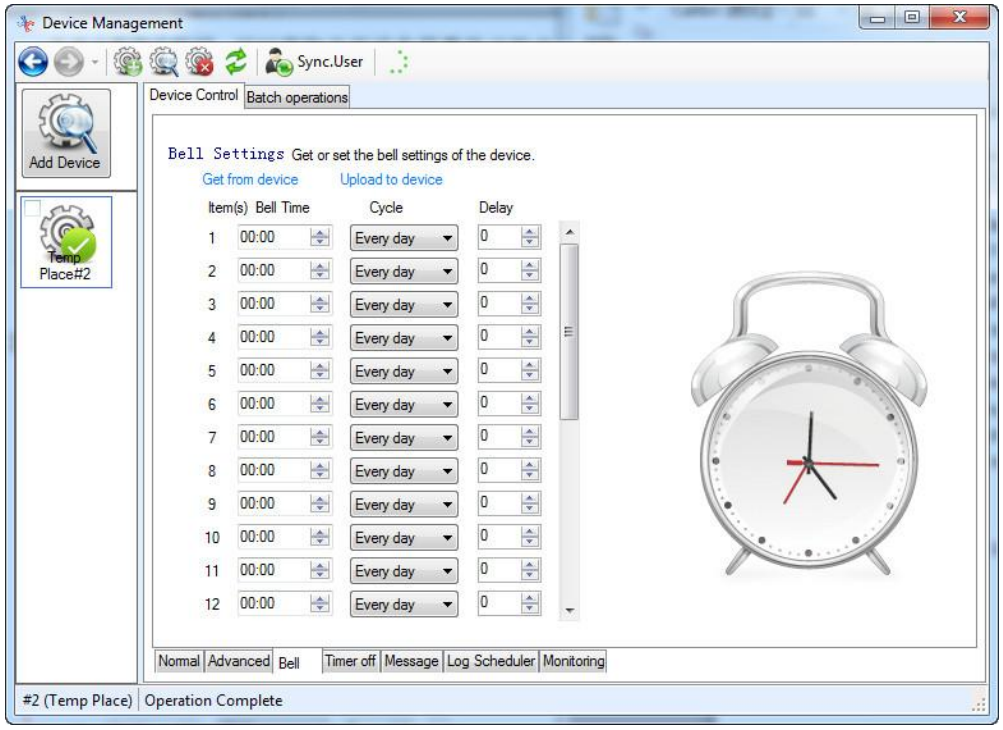
2. Advanced



1) Empty Device Data
   Clear all the data on the device, including the enroll info and the attendance records. Attentions: this operation cannot restore, once you click “Empty device data”, there’s no enroll data and attendance data on the device.
2) Set the text of the device’s screen
   Set the txt content to the device homepage. It’s defaulted as “Welcome” on the top of the device menu homepage. For example: I want to set my company name (Test-Company) , I just input “Test-Company ” and click “Set” to apply to the device.
3) Device standby display text
   Set the txt content to the device standby display page.

3. Bell

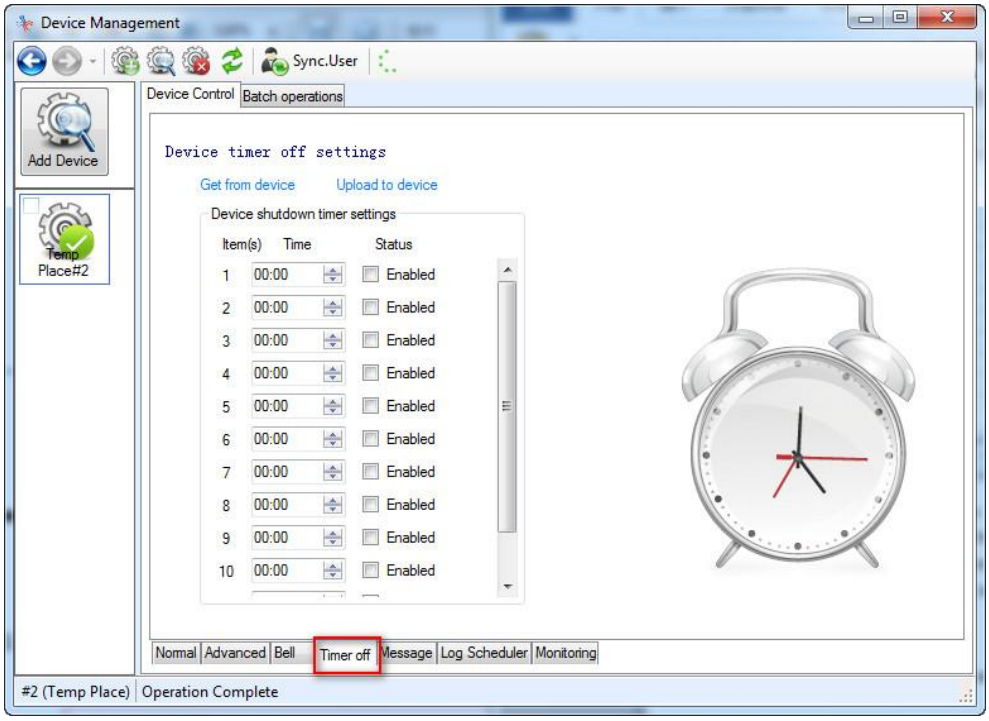
This setting is same as the “Alarm” (MENU→ 4.Setting→4.Alarm) on the device menu.



1) Get from device
   Get the bell setting info from the device.
2) Upload to device
   Upload the bell setting info to the device.

4. Timer Off

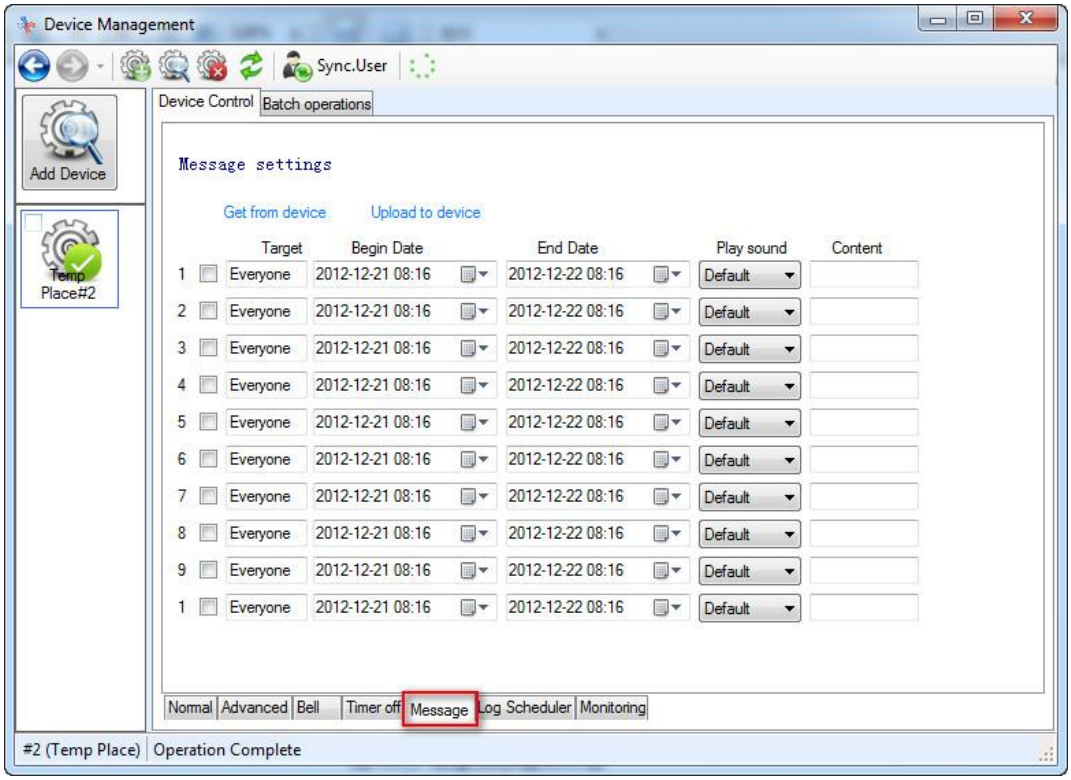
This setting is same as the “Power off time” (MENU→ 4.Setting→5.Power→Power off time) on the device menu.



1) Get from device
   Get the “Power off time” settings from the device.
2) Upload to device
   Upload the “Power off time” setting to the device.

5. Message (Available for some models)

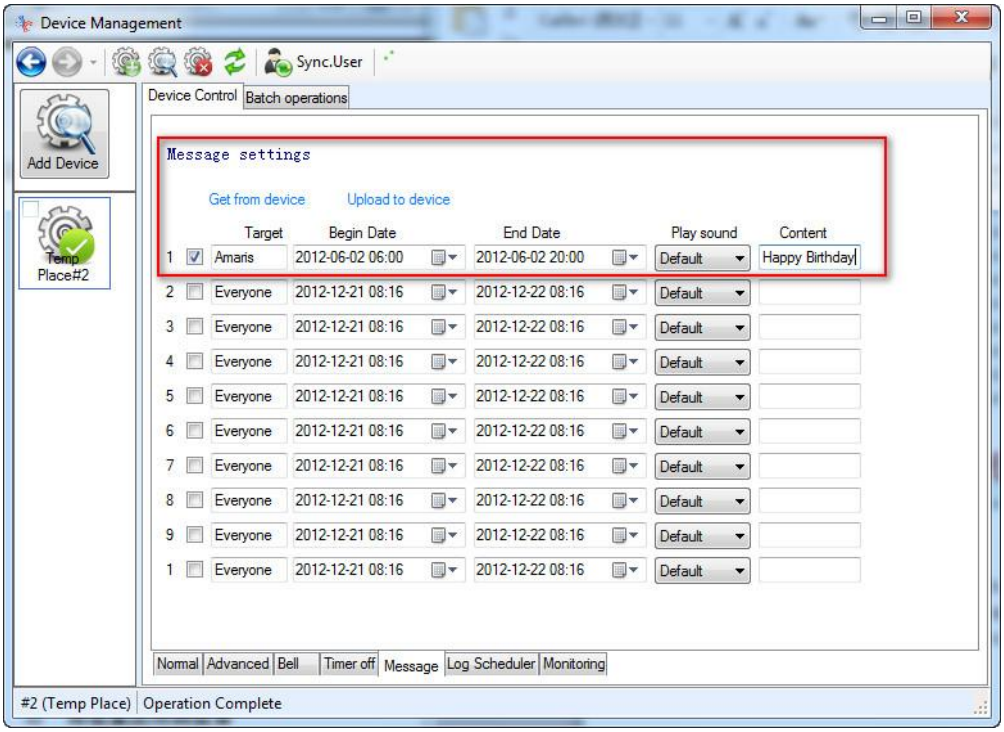
This setting is same as the “Message” on the device (MENU→2.LogData→Message).



Descriptions of setting:

Target: it's defaulted that apply to everyone. So everyone can see the message. But if you want to set to some specific persons, we could input the ID No. on the Target.

For example: Amaris (ID=1001), birthday is on June.2nd, so I set a message to her as the following, and click "Upload to device" to apply this message on the device.



So, when Amaris do the attendance on 2012-6-02, it shows the message to her on the device LCD screen:

1) Get from device

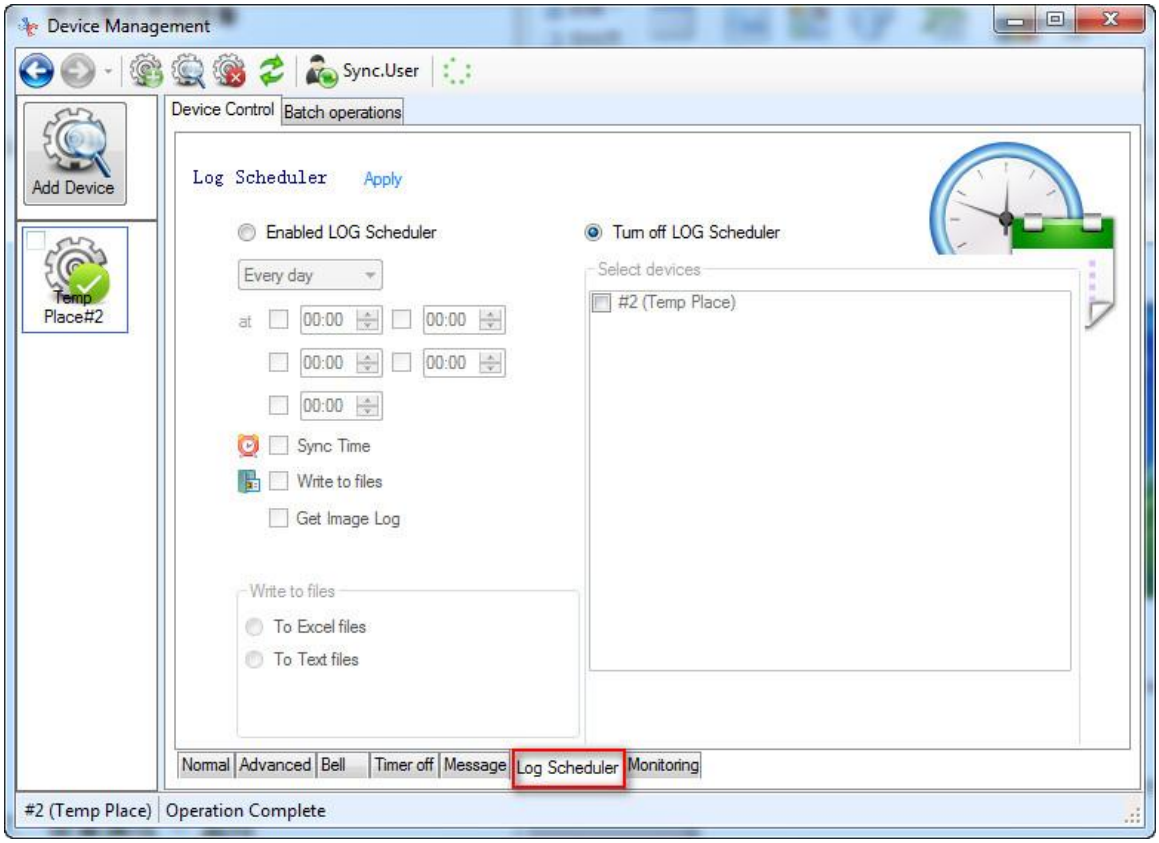
Download the “Message” settings from the device.

2) Upload to device

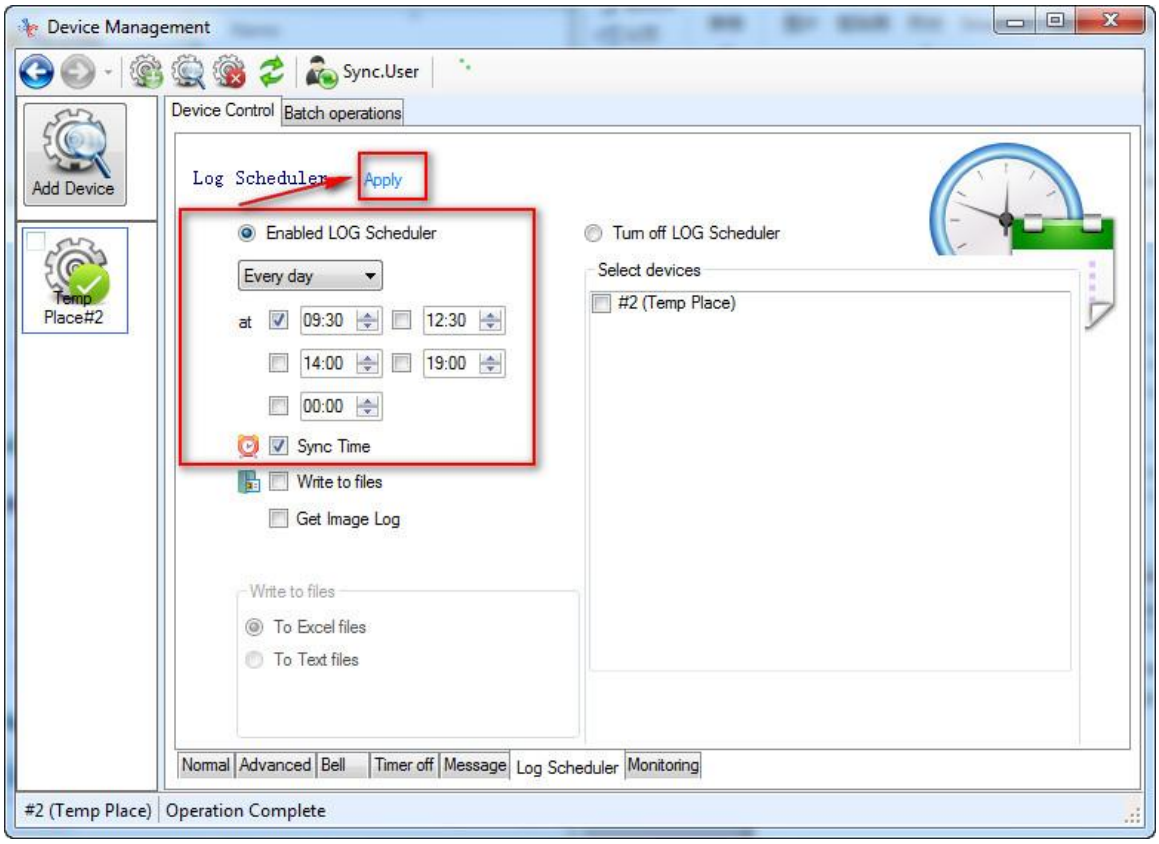
Upload the “Message” settings to the device.

6. Log Schedule

We could set the timing for the software to download the attendance records from the connecting device. And sync. the device time with the PC time.



For example, I need my software to auto download the attendance data from the device at 9:30, 12:30, 14:00, 19:00. And I need that the software sync the device time with the PC time. So set as the following:



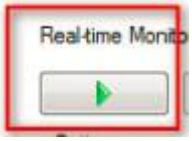
Note: the software only auto download the data while it's connecting to the device during these 4 time. That means if it's 12:30 now, and my software is not connecting to the device, so it cannot download the data.

7. Monitoring

it's the real-time monitoring function. The device will push the real-time log from device to the server in real-time automatically. But need to make sure the device is connecting to the software.

When you use this monitoring function, you need to change some Communication settings on the time attendance device first:

MENU→4.Setting→Comm. → Server Req. (it's defaulted as "NO", we set it to **UDP**); Server IP (set it as your computer IP address.) . For example, my computer IP address is 192.168.1.160, then set the Server IP=192.168.1.160.

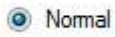
Then click 

to active the monitoring function.

Monitoring interval(ms) : defaulted to 1000ms, it means the real time is 1s. This value cannot be too small.

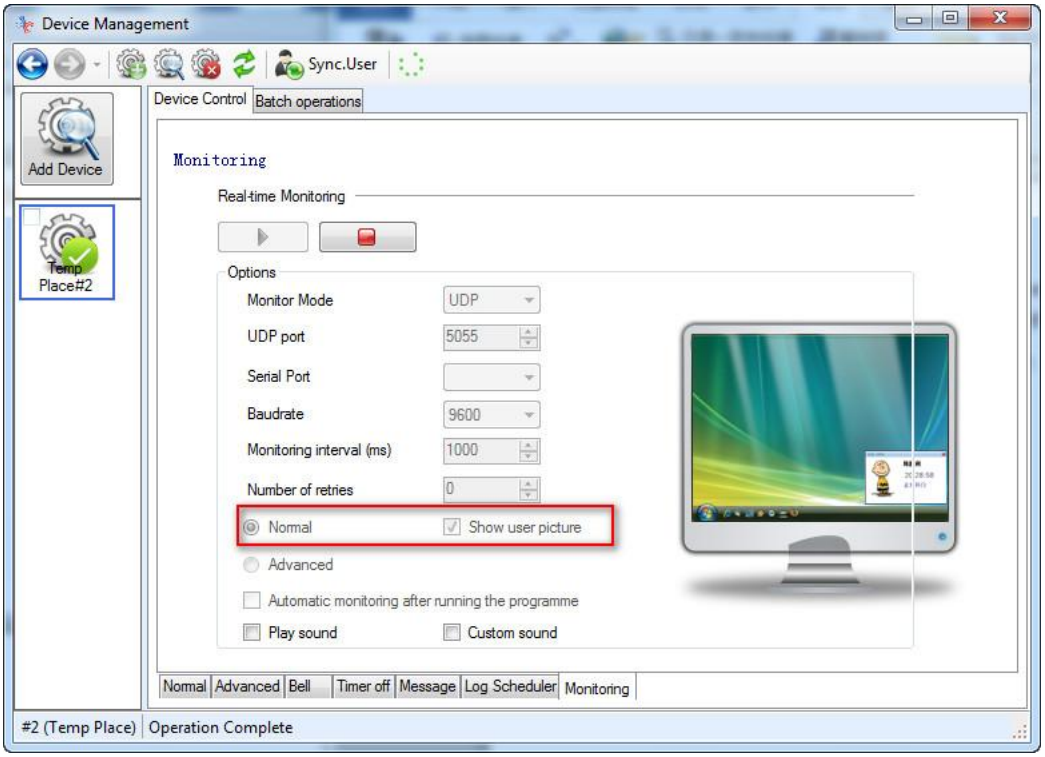
Number of retries: when the network is very bad, the software need to retries to get the data.

Two monitoring mode: Normal Monitoring and Advance Monitoring:

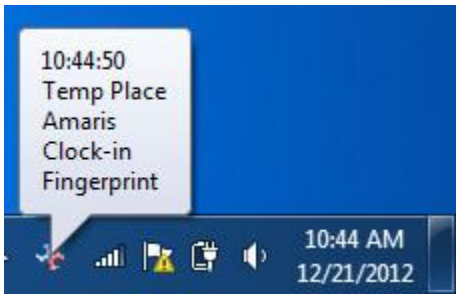
1) Normal Monitoring 

When we use the “Normal” monitoring, if we tick “show User Picture”, during the monitoring, it shows the user’s info including the avatar.

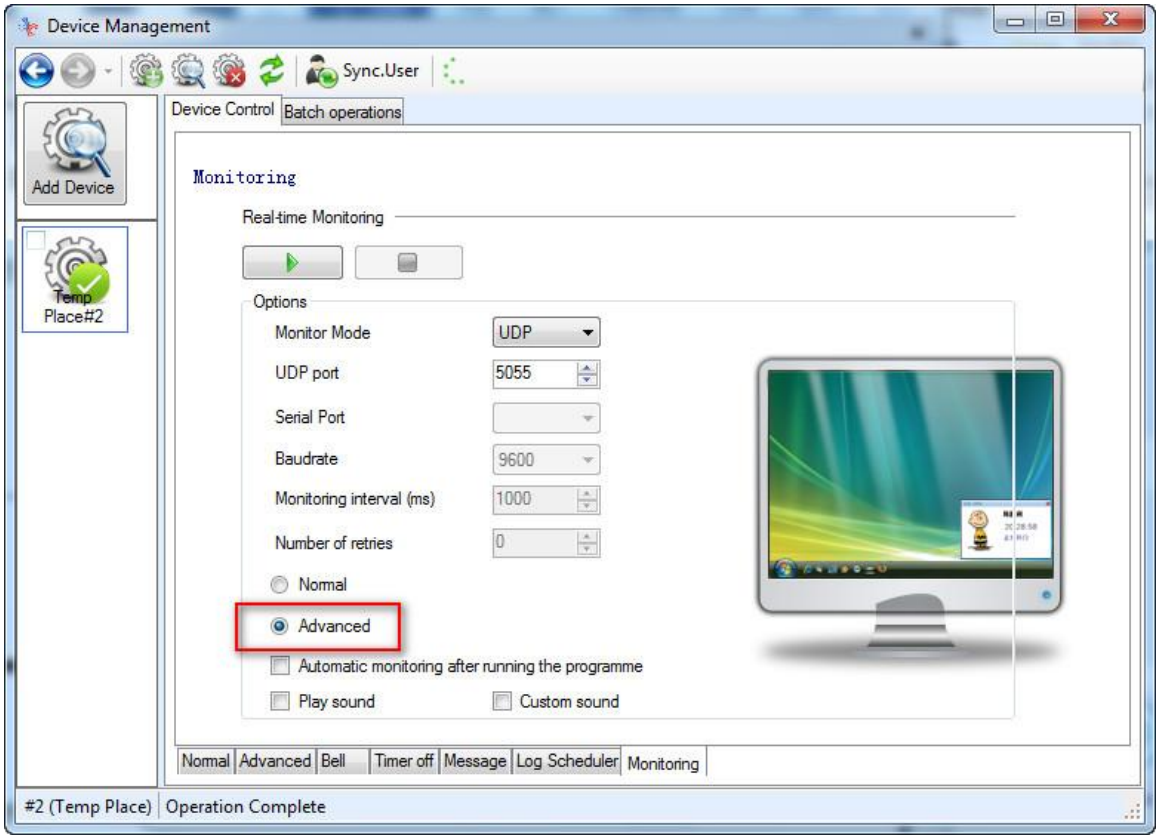
After we active the “Normal Monitoring”, it shows as the following:



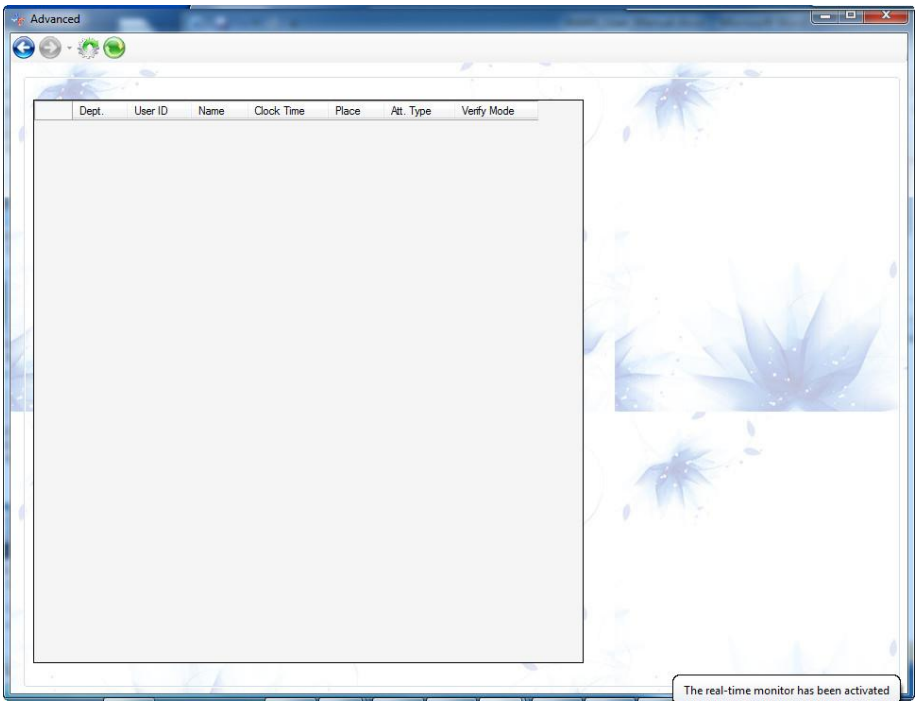
Sample of the real-time monitoring prompt:



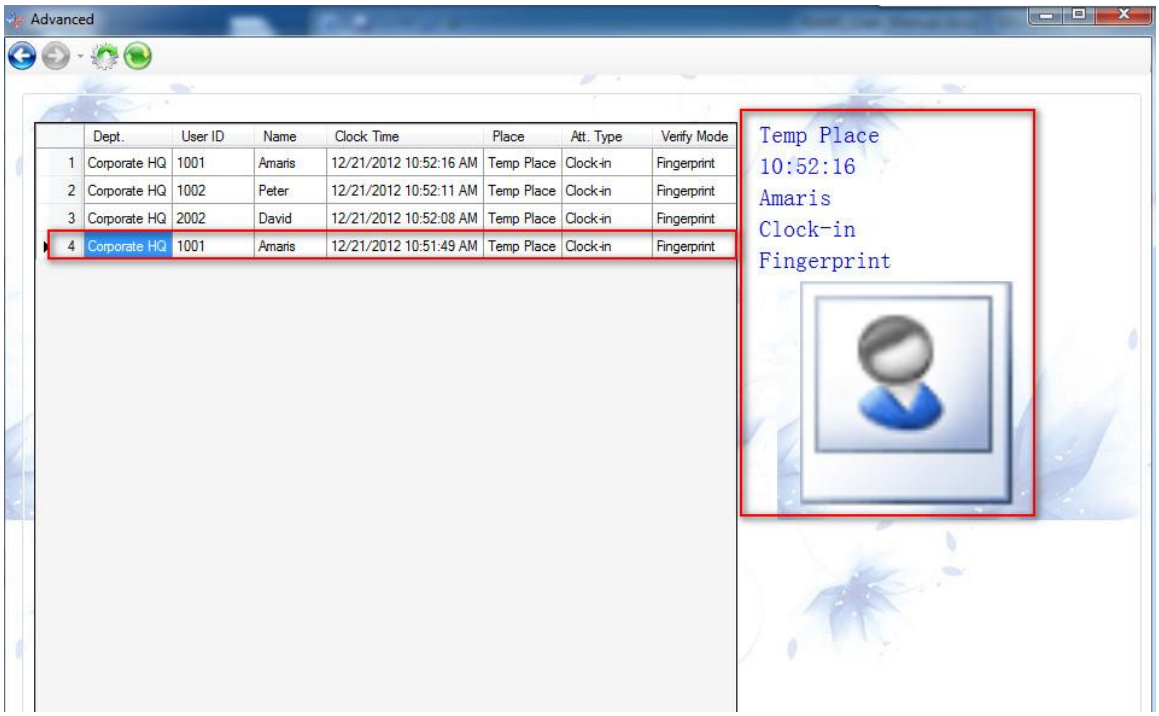
2) Advanced Monitoring



Click “Advanced” → , then it prompt to the following window:



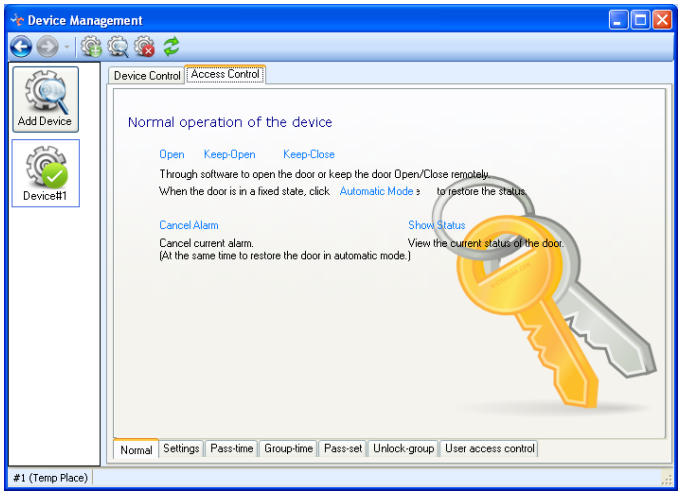
When people do the attendance, the records will be pushed to the software directly, as the following:


Advanced
Dept. User ID Name Clock Time Place Att. Type Verify Mode
1 Corporate HQ 1001 Amaris 12/21/2012 10:52:16 AM Temp Place Clock-in Fingerprint
2 Corporate HQ 1002 Peter 12/21/2012 10:52:11 AM Temp Place Clock-in Fingerprint
3 Corporate HQ 2002 David 12/21/2012 10:52:08 AM Temp Place Clock-in Fingerprint
4 Corporate HQ 1001 Amaris 12/21/2012 10:51:49 AM Temp Place Clock-in Fingerprint
Temp Place
10:52:16
Amaris
Clock-in
Fingerprint

4.3.1.3 **Access control**

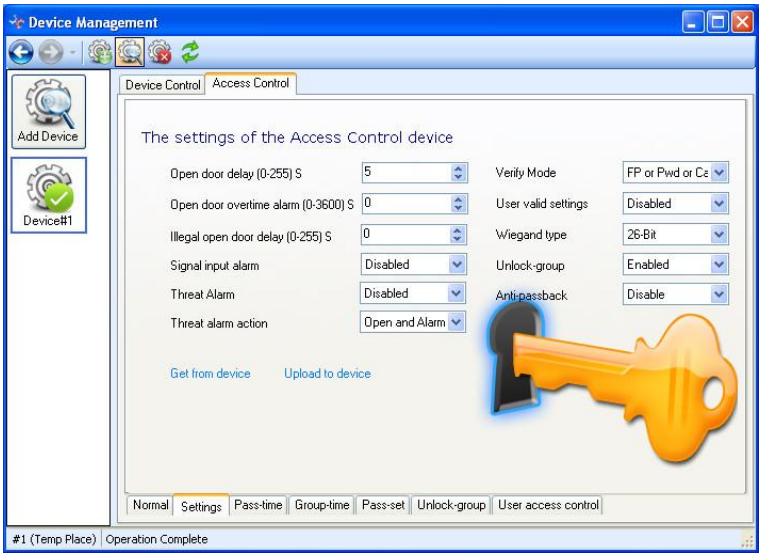
If your device support the Access control function, when connect the software to the device, there's the "Access control" options.

1) Access Control



1. Click Open and conduct remote control to open the door through the software.
2. Click Keep-open and set to keep the door open normally.
3. Click Keep-Close and set to keep the door closed normally. It is in-effective to open by card stamping but effective when restoring to Automatic Mode.
4. When the door is in a fixed state, click Automatic Control to restore the open status. Set the state of the door to Automatic Control Mode.
5. Click Cancel Alarm to cancel the current alarm and restore the open status of automatic control mode.
6. Click Show Status to see the controlling mode of the current door.

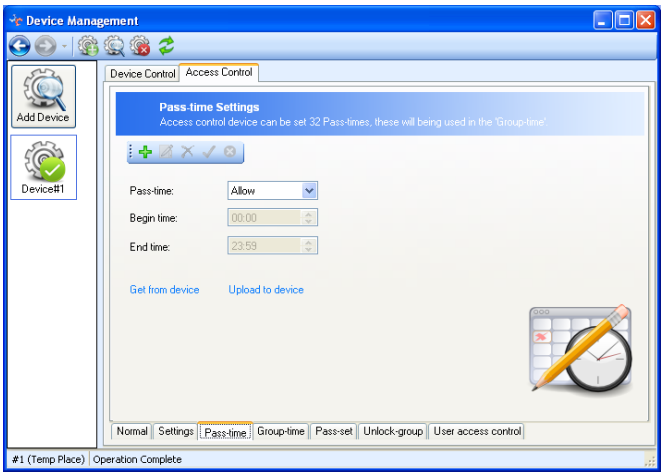
2) The Settings of the Access Control Device



4.3-15

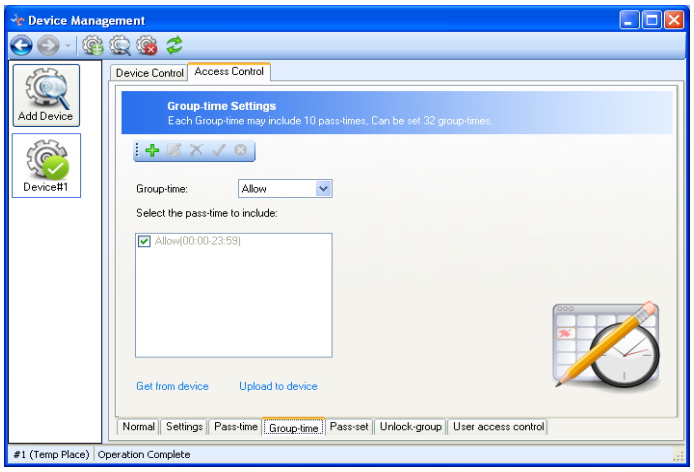
1. Click Get to obtain current property settings of the access control.
2. Set the door keep open for 0-255 second(s). If it excesses this time, the door automatically restore close status.
3. Set the door keeping alarming for 0-3600 second(s). If it excesses this time, there will be alarm. If we set the alarm time as 0, there won't be alarm even if it excesses Open Door Time.
4. Set the door keep alarming for 0-255 second(s) when the door is regaled to Open. If the door is forced to open, there will be alarm. If the alarm time is set as 0 and the door is forced to open, there won't be alarm.
5. The Signal input alarm, Threat Alarm, Threat Alarm Action can also be set according to actual situations.

3) Pass-time Setting



1. Every access control device can be set 32 pass-times that can be added and deleted according to actual requirements.
2. Click Get from the Device to obtain information of pass-time to the current device
3. Click Upload to Device to upload the current time settings to access control device.

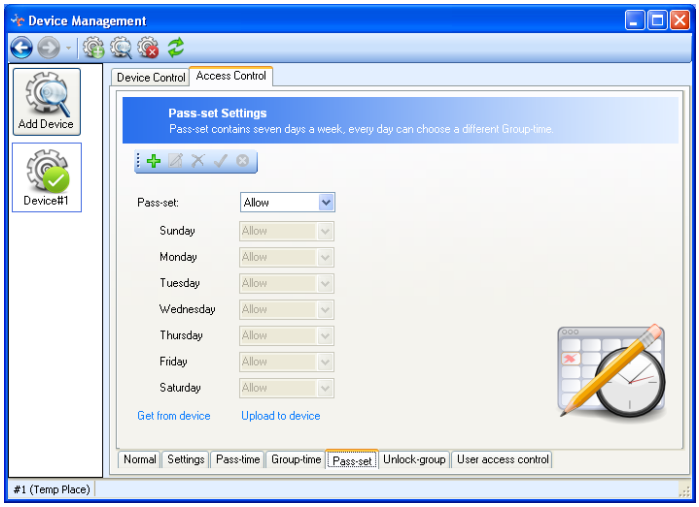
4) Group Time Settings



1. Every access control device can be set 32 group time, each of which contains 10 pass-times. The time group can be added, edited and deleted according to actual situations.
2. Click Get from device to obtain information of time group to the current device.
3. Click Upload to device to upload current new-added time group to the access control device.

5) Pass-set settings

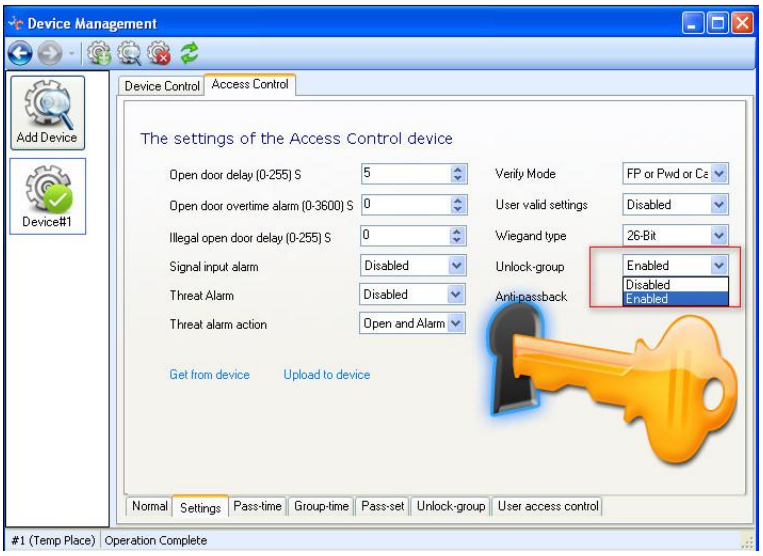
1. The pass-set setting contains seven days a week. Each can select time groups to collocate and combine according to users' requirements.



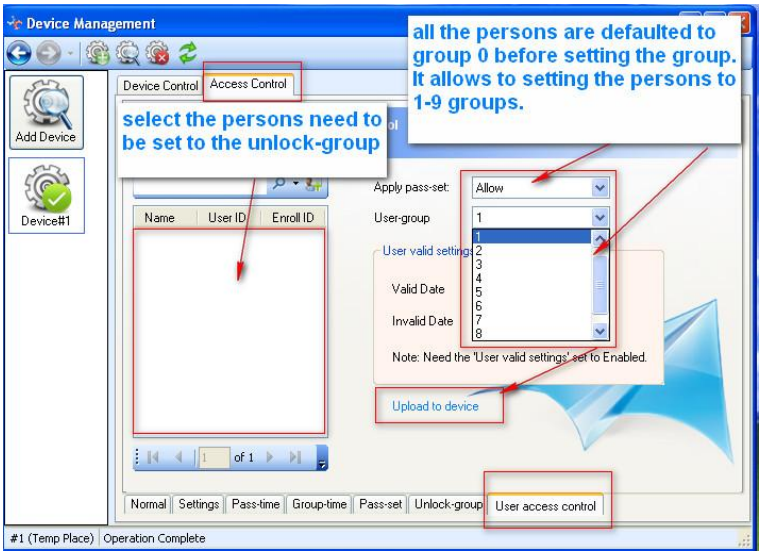
2. Click Get from Device to obtain pass-set information of current device.
3. Click Upload to Device to upload the new-added pass-set to the access control device.

6) Unlock-group

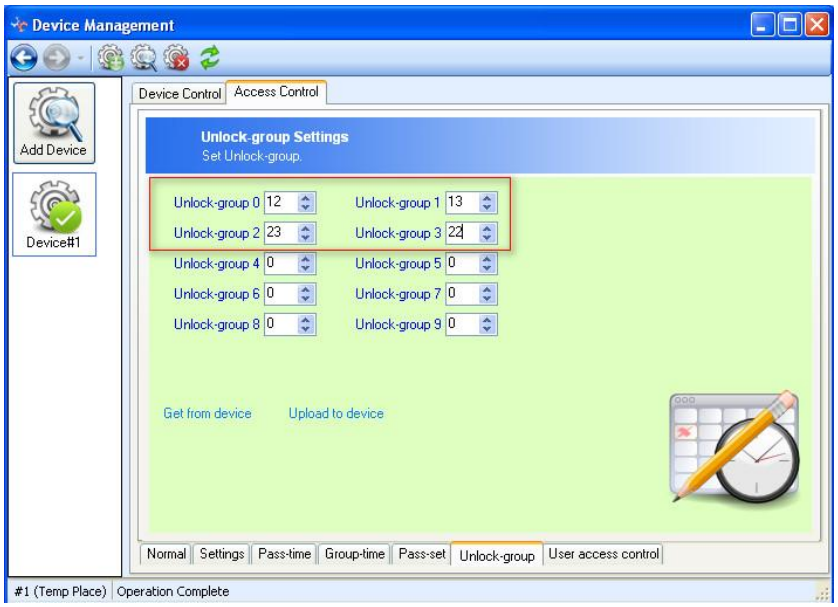
It can be set that the door can be opened only when both of the different persons get through the authentication. The setting is as the following:
First, click Access Control – Settings – Enabled the unlock-group.



Then click Access Control - User Access Control, then set the user access control.



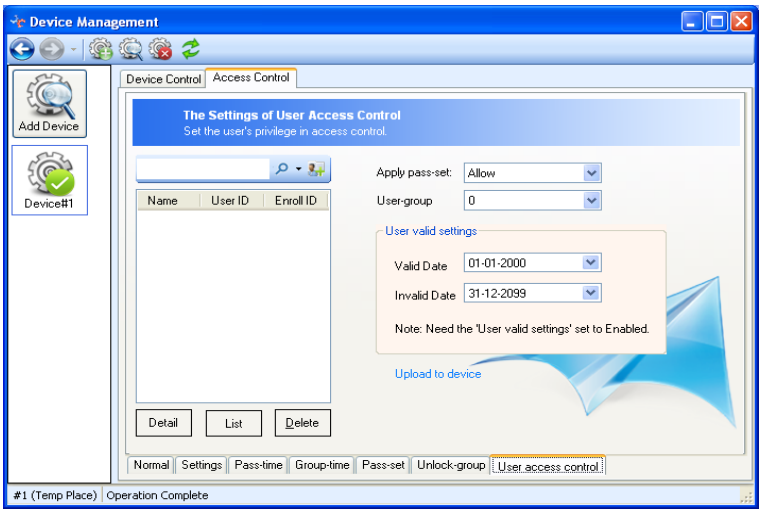
Attentions: the Apply pass set is defaulted as “Allow”. Set the persons to 1-9 groups according to the requirements. It is defaulted to group 0 without setting, and the persons in group 0 cannot be set to the unlock-group. Let’s say, we can set Peter to group 1, Miko to group 2 and Edmond to group 3.
Third, click Access Control – Unlock-group, and define the unlock-groups.



Here are the instructions of the four unlock-groups above:
Unlock-group 0: it means that only when both of the two persons: one of the people from group1 and one of the people from group2 authenticate from the Access Control Terminal, can the door be opened.
Unlock-group 1: it means that only when both of the two persons: one of the people from group1 and one of the people from group3 authenticate from the Access Control Terminal, can the door be opened.
Unlock-group 2: it means that only when both of the two persons: one of the people from group2 and one of the people from group3 authenticate from the Access Control Terminal, can the door be opened.
Unlock-group 3: it means that only when two persons from group2 authenticate from the Access Control Terminal can the door be opened.
If there's a unlock-group4: 123, then it means only when both of these three persons: one of the people from group1, one from group2 and one from group3 authenticate from the Access Control Terminal, can the door be opened.

7) User Access Control

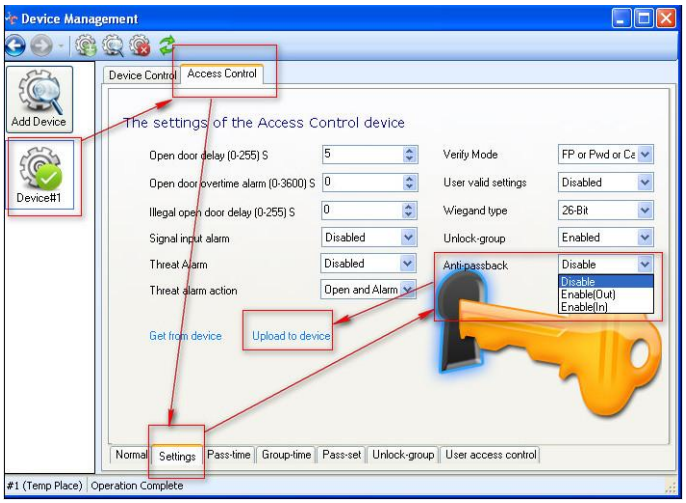
This can be set various pass-sets and valid date for different users



Click Upload to device to set valid time for different users. All the valid time of the registered users are available without setting. But with the user's access-control settings, it is only available to the users whose information has been set during the regulated time.

8) Anti-Passback

Anti-passback is a function for Access Control Terminal that prevents the tailgating. In some conditions, the security system demands the personnel authenticate legally from the outside door to come inside, and authenticate legally from the inside door to go outside. The authentication record must be one inside record and one outside record. When anti-passback is used, people must first authenticate from the designated "In" reader, then from a designated "Out" reader, and tried to read out of an area, an anti-passback violation would occur.



Instructions:

1) Disabled: the anti-passback is ineffective.

2) Enable (OUT): it makes the Access Control Reader as the “In” Reader, and the record in the access control device is the “IN” one. The authentication record in the Sensor is the “OUT” one.

3) Enable (IN): it makes the Access Control Reader as the “OUT” Reader, and the record in the access control device is the “OUT” one. The authentication record in the Sensor is the “IN” one.

4.3.2 Data download

Two methods to download the device data: connect software to the device directly and download the data; the second method is USB flash drive method, download the device’s data to the USB flash drive first, then upload the data on USB flash to the software

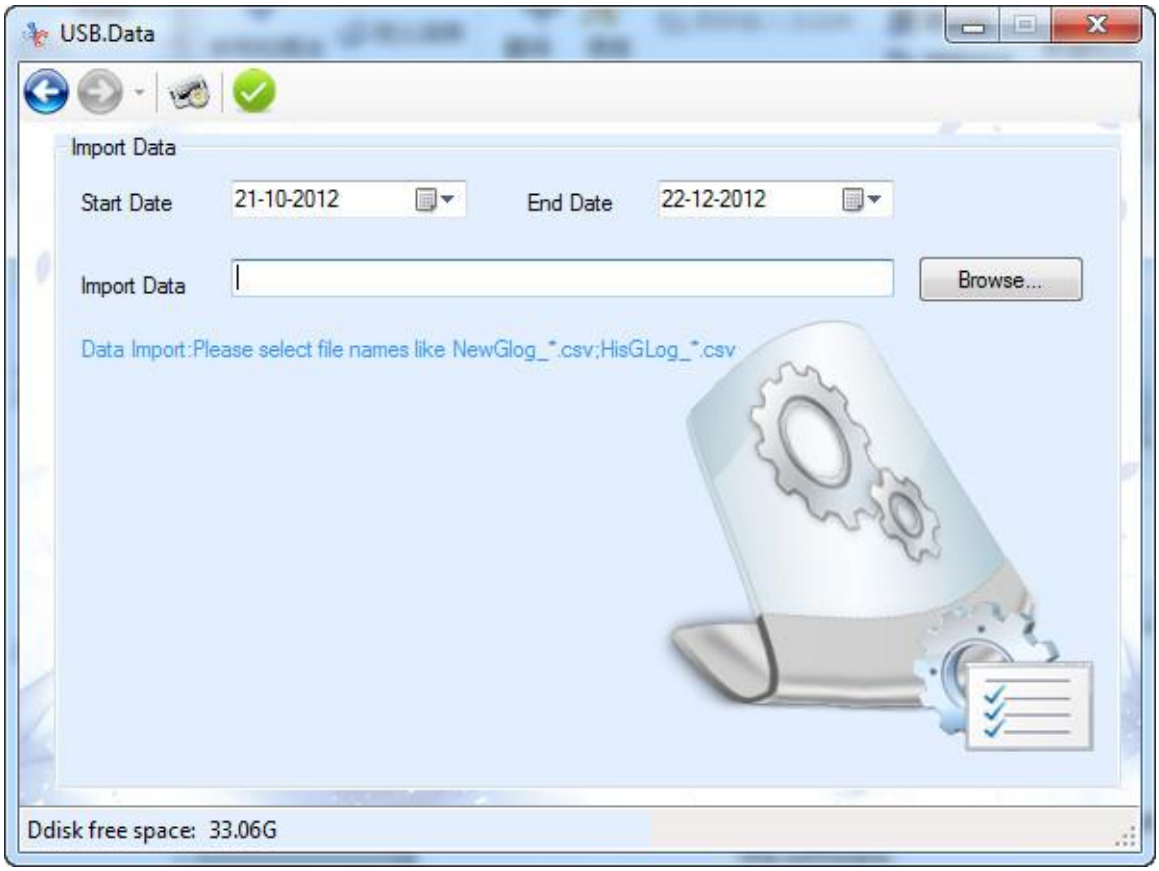
A.

, before click “download”, make sure the software already connect to the device.

My software is connecting to 2 devices now.

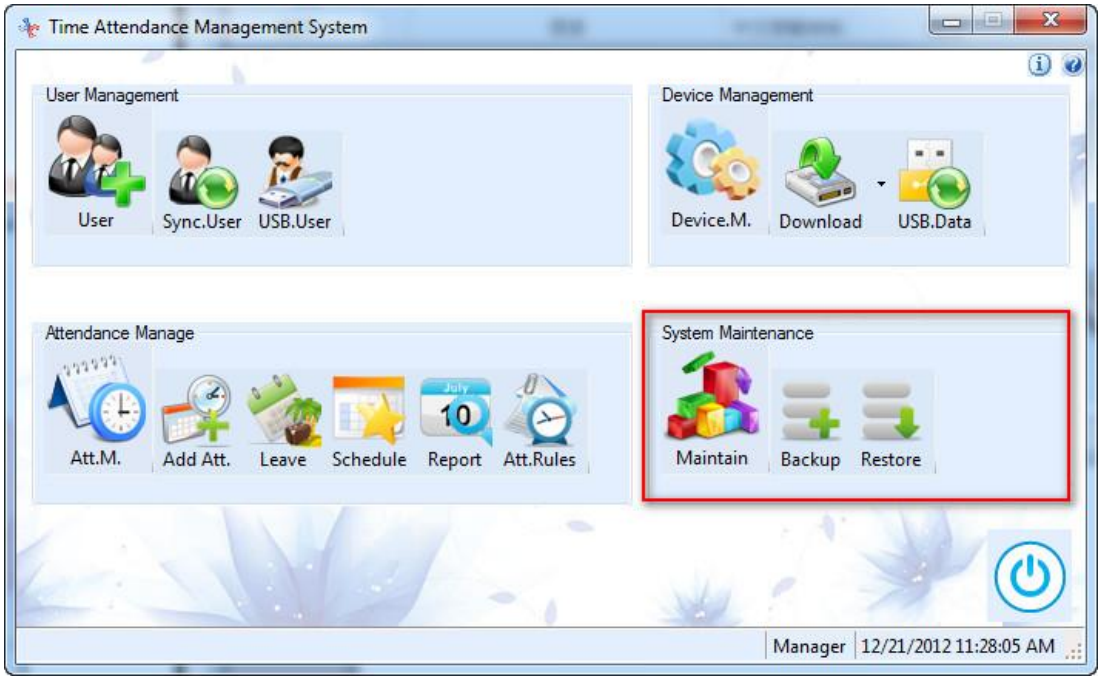
B.

, we could import the attendance records from USB flash drive to the software.



4.4 System Maintenance

There're 3 submenus under System Maintenance: Maintain, Backup and Restore. In the System Maintenance window, we could set the **software system spec**, including the company logo, name, and password. We could **backup the database**, **restore to the previous database**, **initialize database**. We could set the **Data Source** including the **Access** and **SQL Server**.



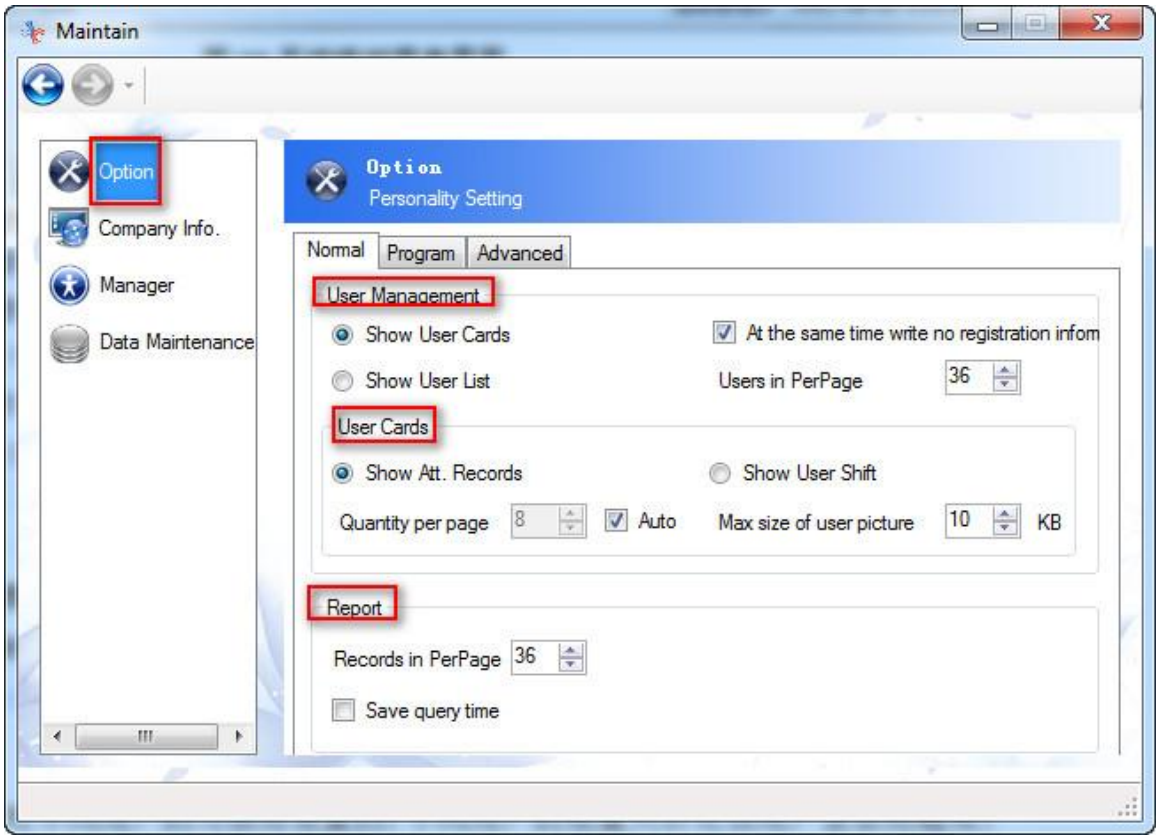
4.4.1 Maintenance

Click

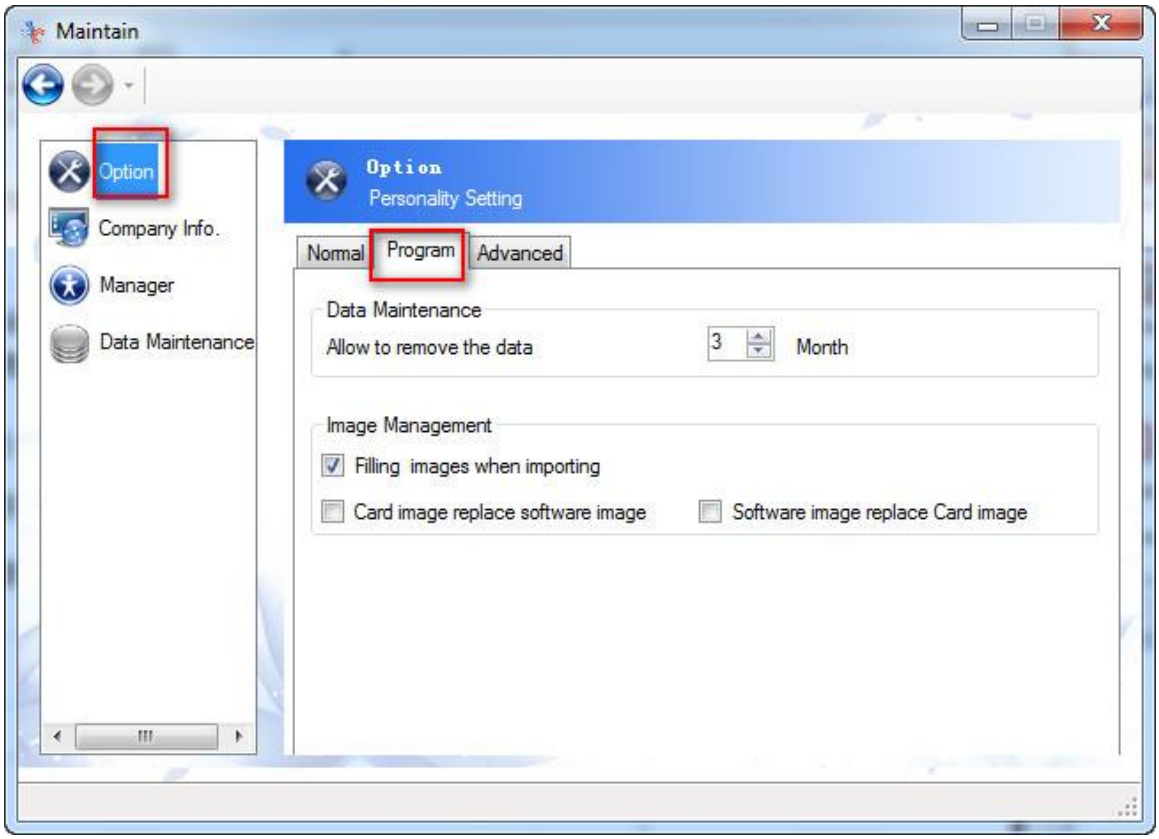
to enter the Maintain window.

4.4.1.1 **Option**

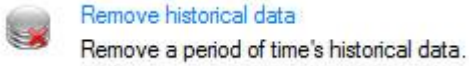
Normal setting



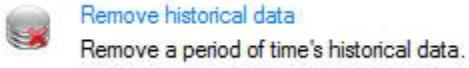
Program setting

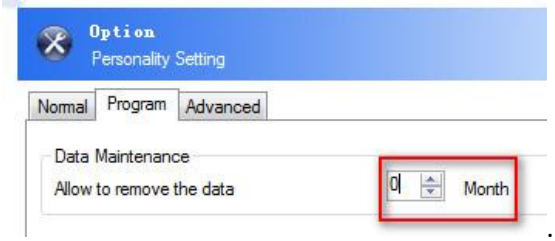


Descriptions:

Allow to remove the data 3 months: this setting is related to the "Remove historical data" option 

under "Data Maintenance". For example: Now it's 2012/12/21, 3 months back is 2012/9/21. When we set

, and when we clear the historical data on the software database on 

it will clear the attendance records before 2012/9/21. If we want to clear all the current attendance data on the software database, we need to set to 

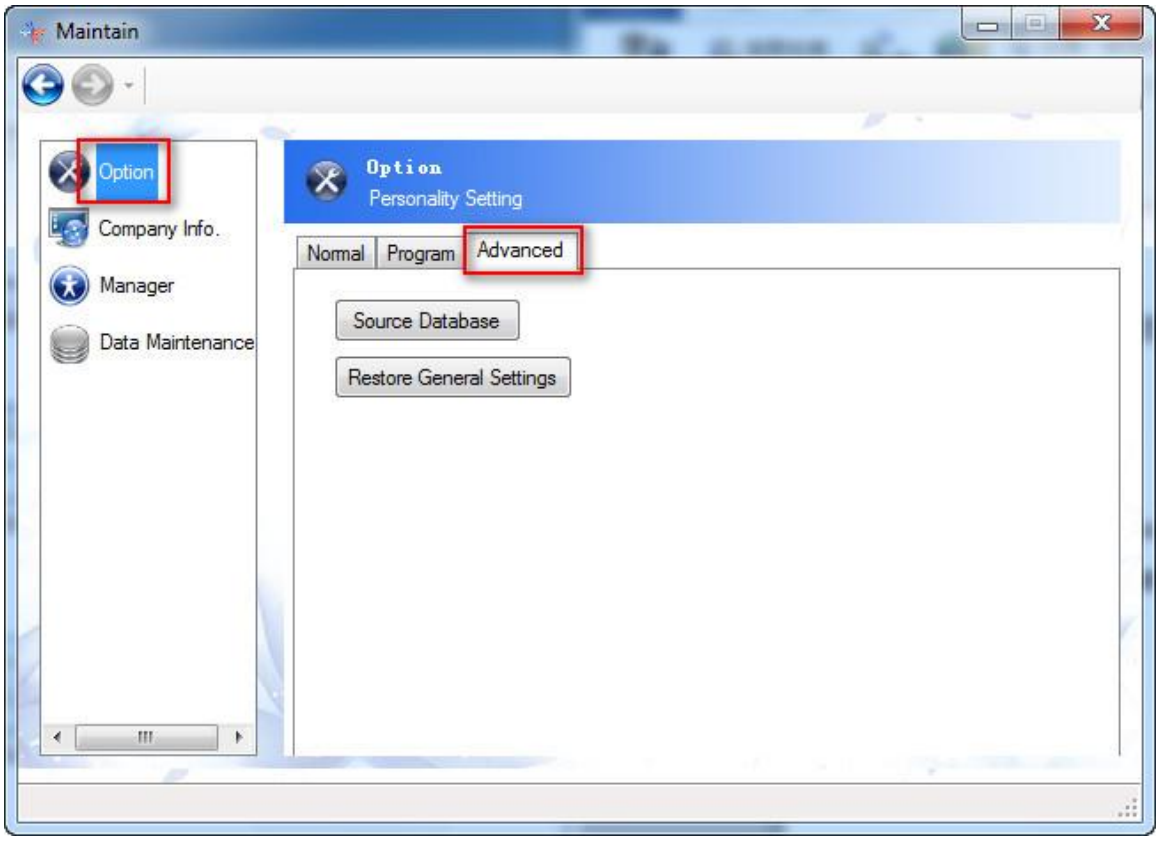
.

So when we clear the historical data, we could clear all the attendance records in the

software database.

Image Management: this item is available for some models that support photo snap.

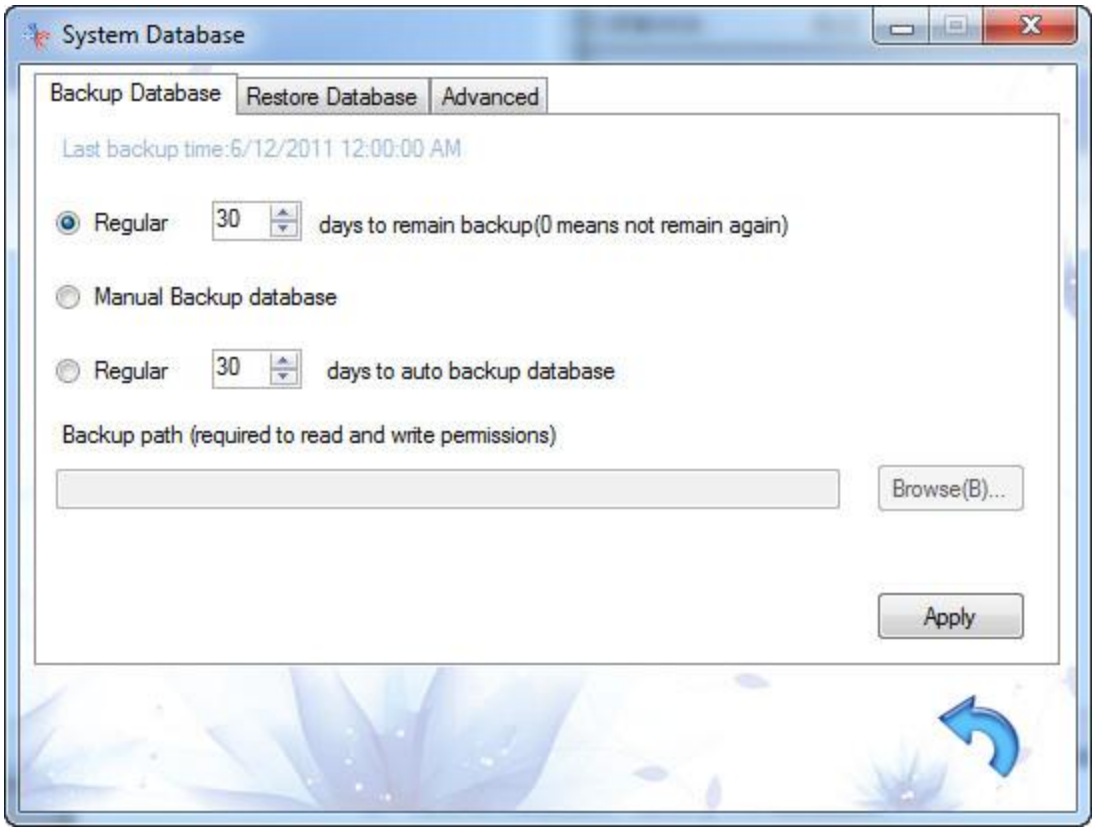
Advanced setting



A. Source Database: factory the **database**.

Click “source Database” to the following window:

1. **Backup database:**

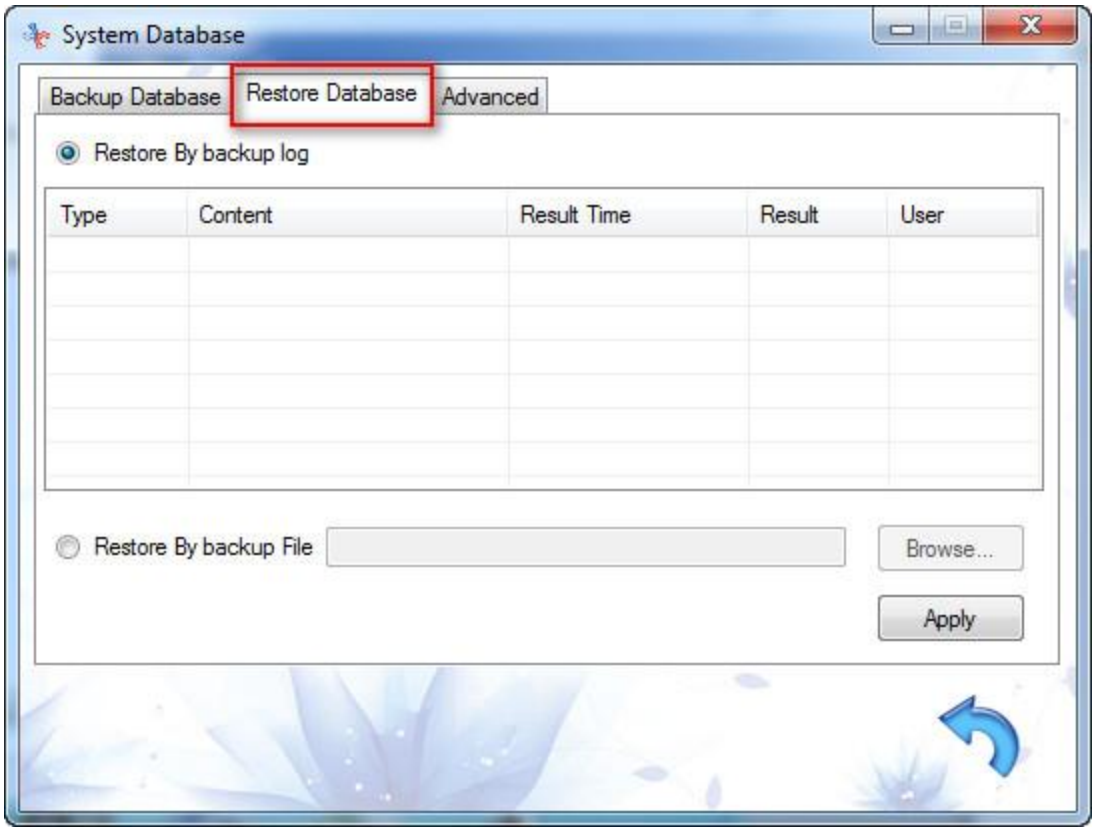


1). Regular 30 days to remain back up: the software will remind you to back up the database every 30day. You could set it according to your requirement. If you don't need the remind function, you could set it to 0 day.

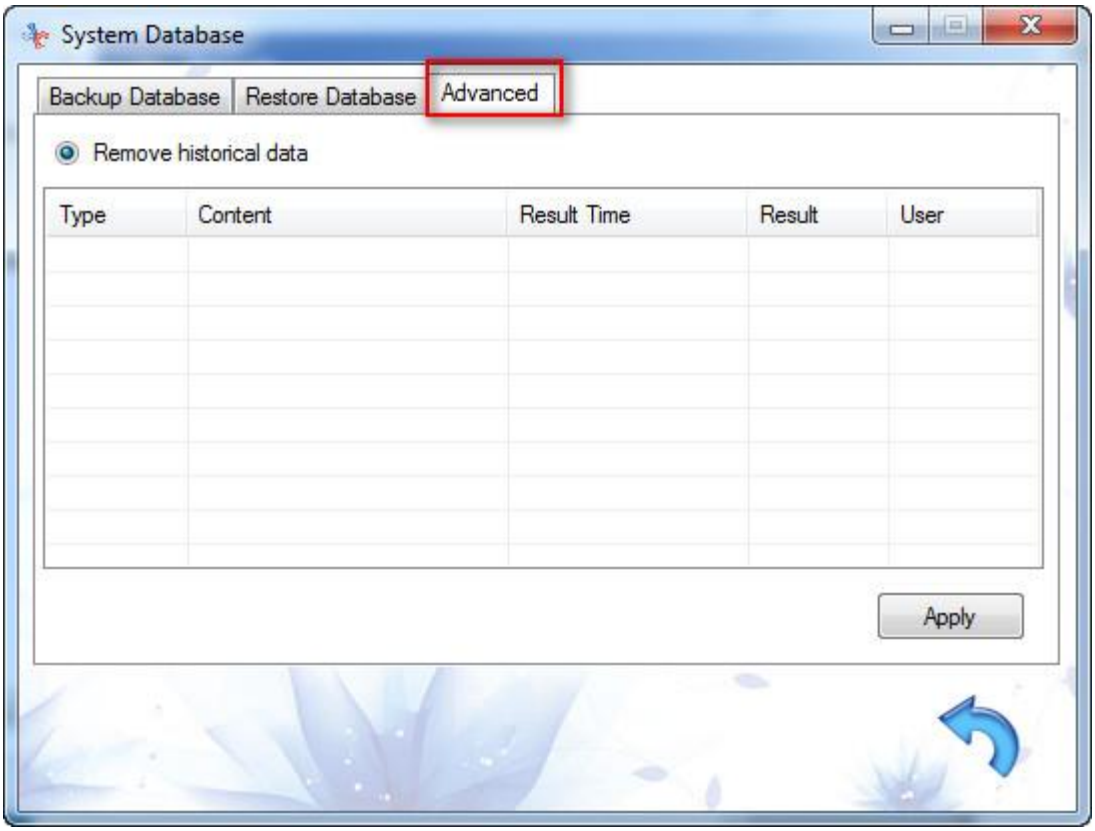
2). Manual backup database: backup the database manually.

3). Regular 30 days to auto backup database: the software will back up the database every 30days automatically.

2. <u>Restore Database:</u>



3. **<u>Advanced:</u>**

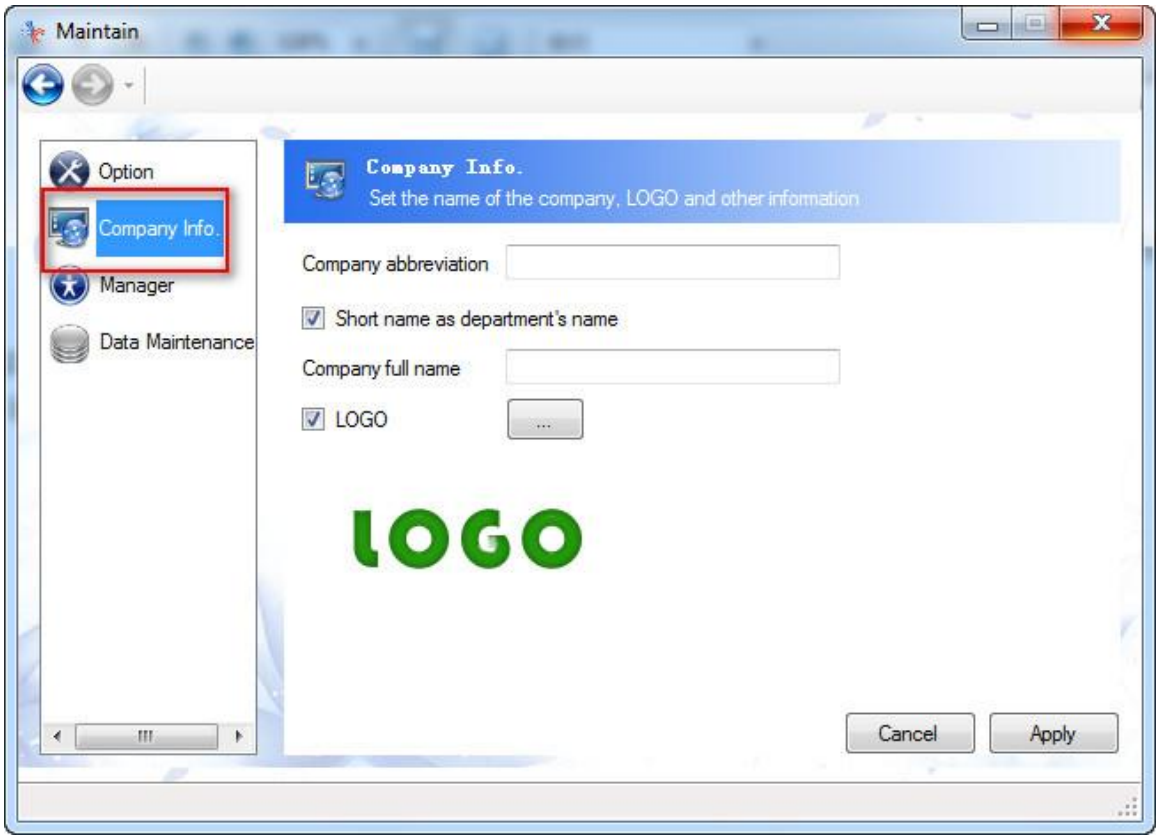


B. Restore General settings:
Factory the settings of the Maintenance. This "Restore" nothing to do with the enroll info and attendance rules and the attendance logs on the software database. Just factory the System settings under

.

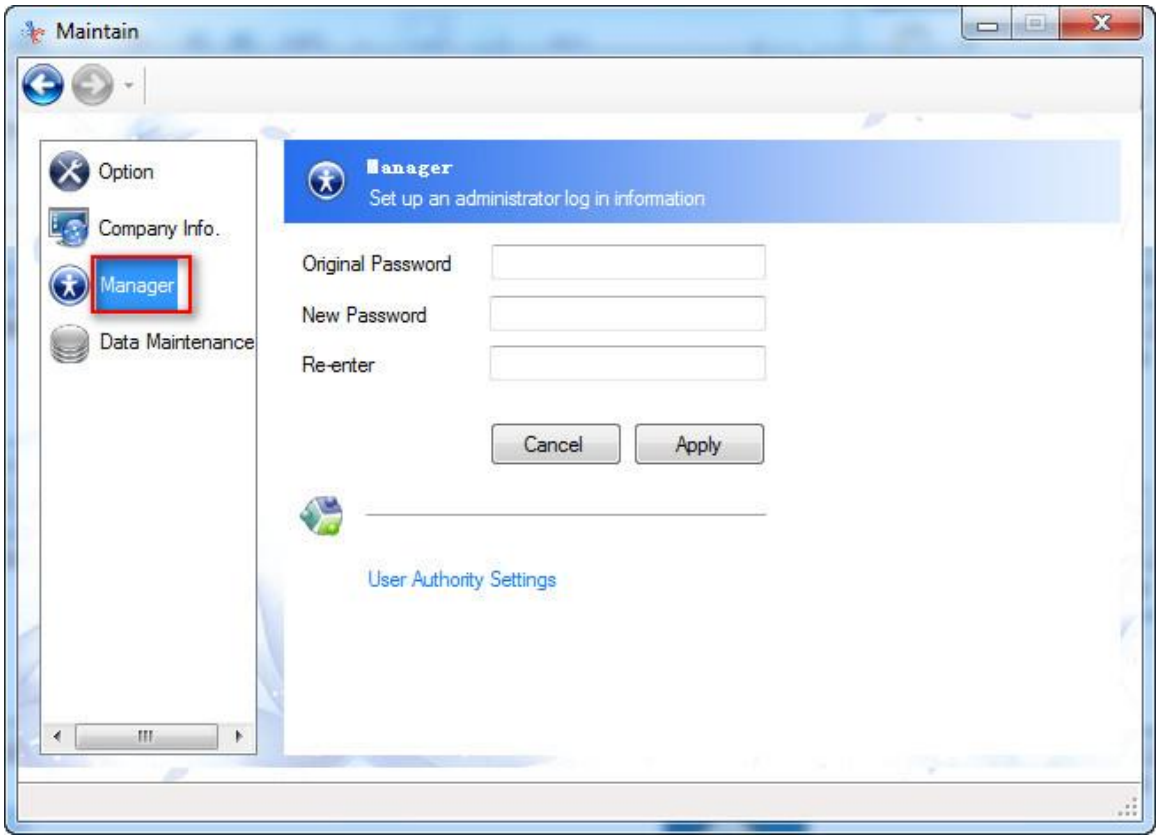
4.4.1.2 **Company**

Set the company info to the software, such as company name, logo image.



4.4.1.3 **Manager**

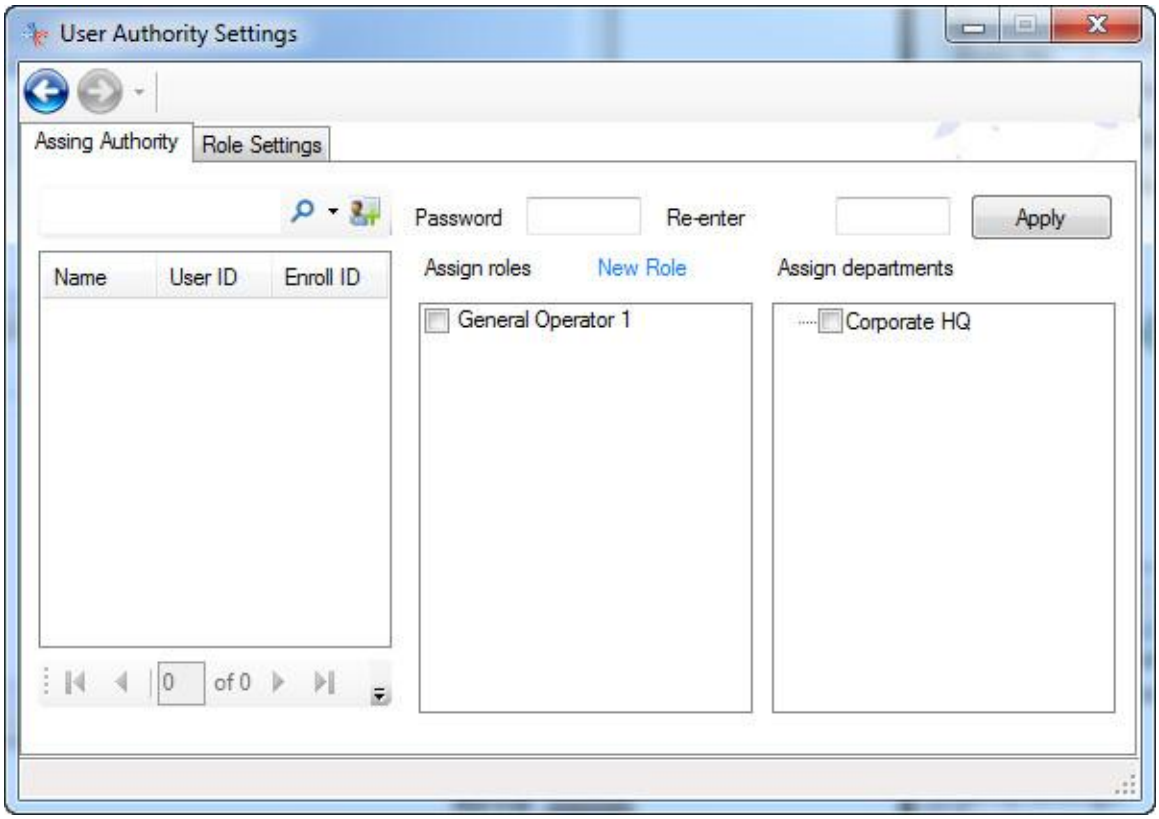
We could set the authority to enter the software.



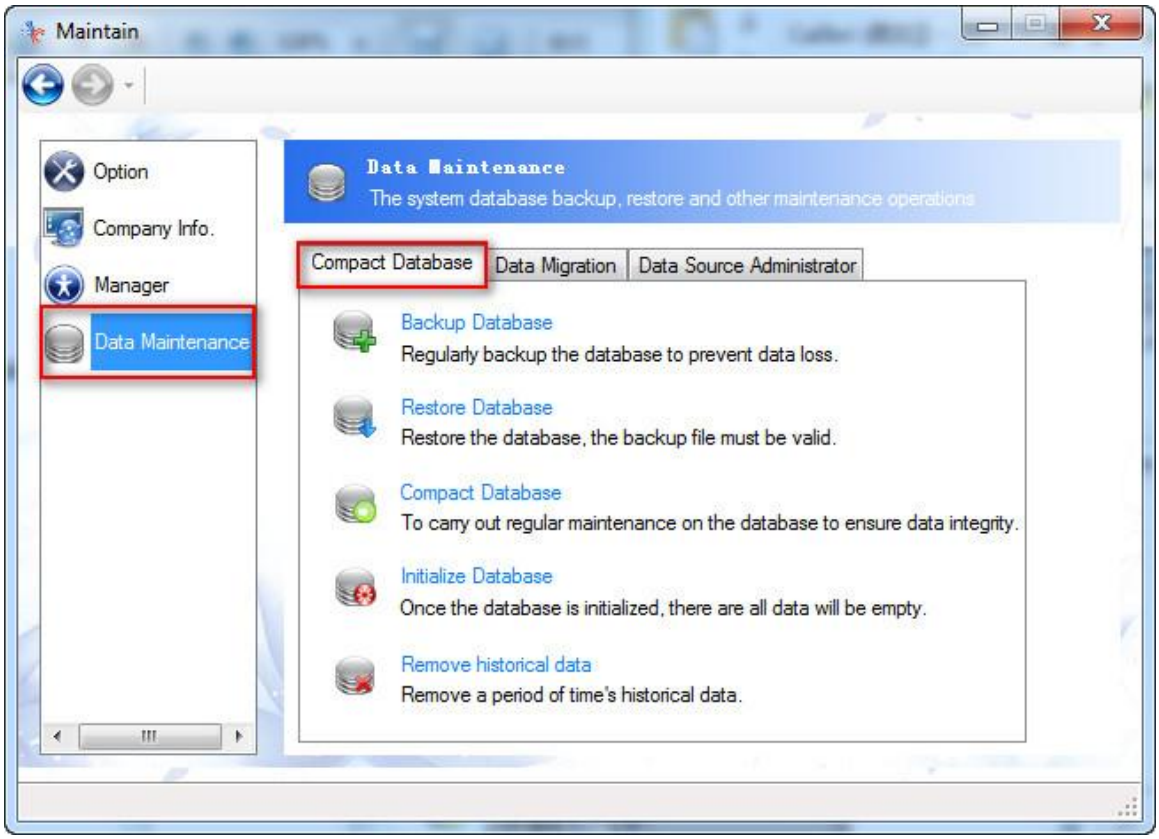
If you didn't set any password to the software before, keep the "Original Password" blank. And just enter "New password" and "Re-enter", then click "Apply".

User Authority Settings:

We could set different role to enter the software and operate.



4.4.1.4 Data Maintenance


Maintain
Option
Company Info.
Manager
Data Maintenance
Data Maintenance
The system database backup, restore and other maintenance operations
Compact Database
Data Migration
Data Source Administrator
Backup Database
Regularly backup the database to prevent data loss.
Restore Database
Restore the database, the backup file must be valid.
Compact Database
To carry out regular maintenance on the database to ensure data integrity.
Initialize Database
Once the database is initialized, there are all data will be empty.
Remove historical data
Remove a period of time's historical data.

A. Compact Database

Backup Database: backup the current software database, including the enroll info, attendance records, attendance rule, etc.

Restore Database: restore the database to the selected database.

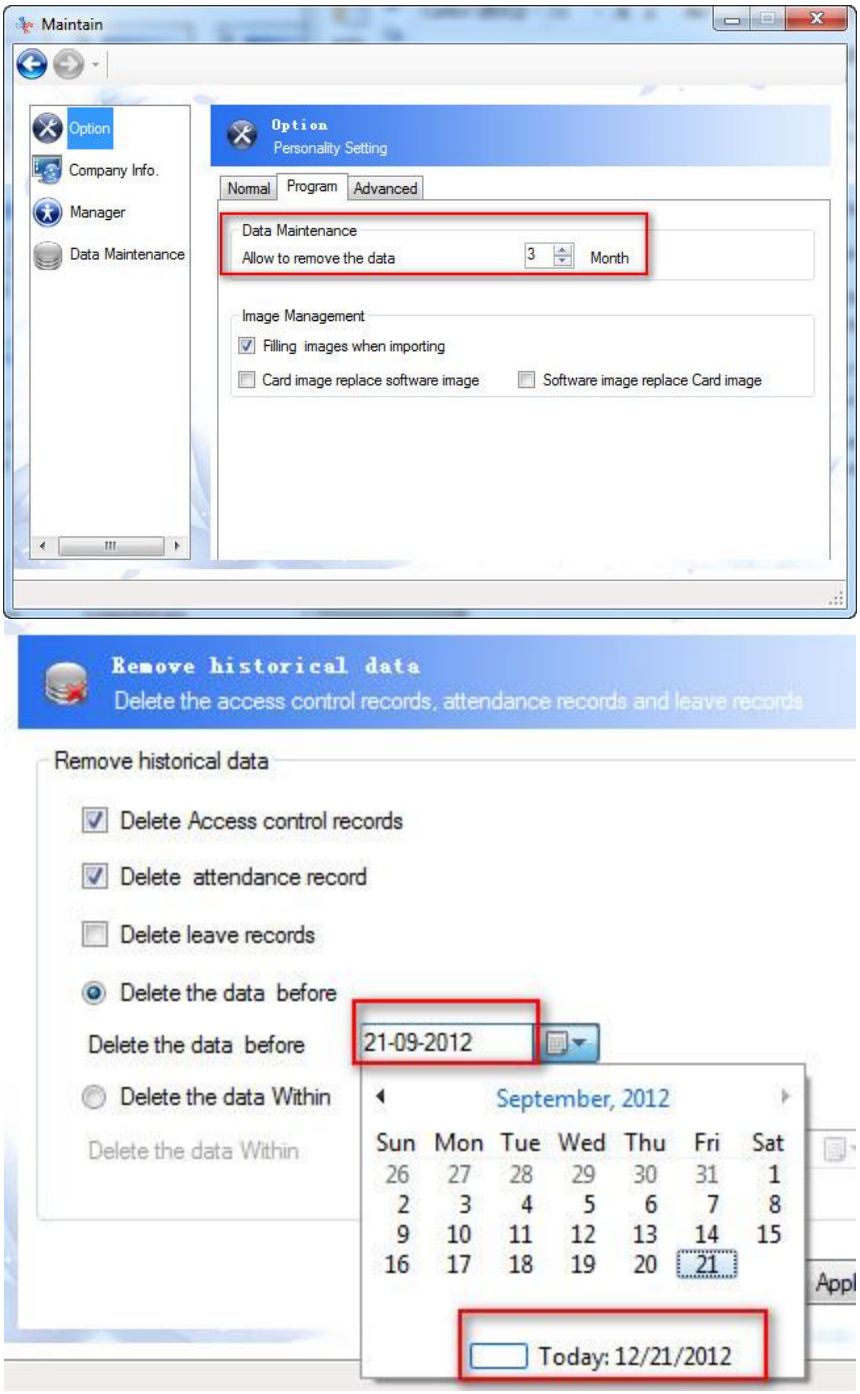
Compact Database: Maintain and optimize the software database.

Initialize Database: factory the software database. Once you initialize the database, all the data will be cleared. Just like the first time you installed the software.

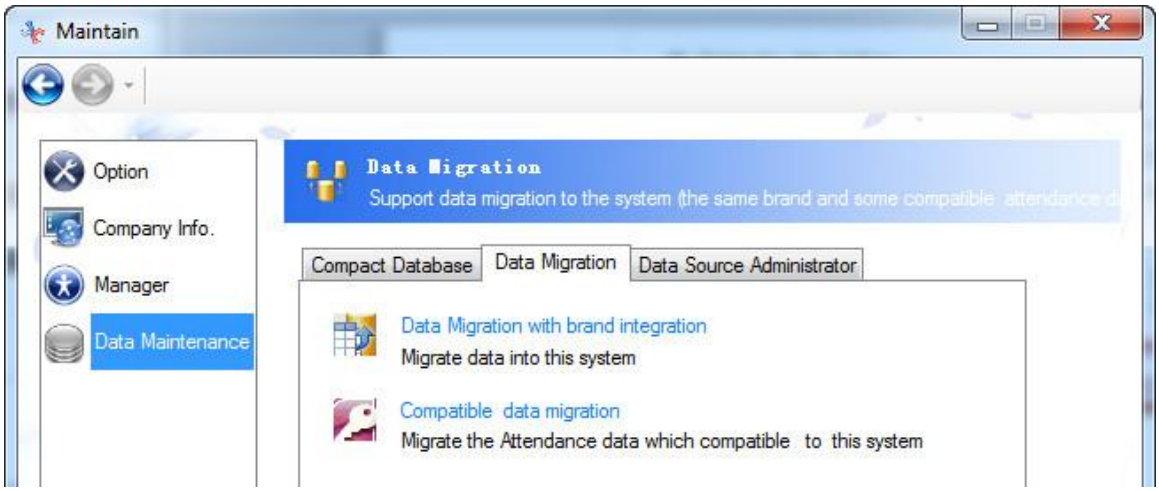
Remove historical data: clear the historical attendance records on the software. This option is related to the

in 4.4.1.1.

Because we set the “Allow to remove the data 3 months”, and today is 2012/12/21, so here, we can only clear the data before 2012/9/21.



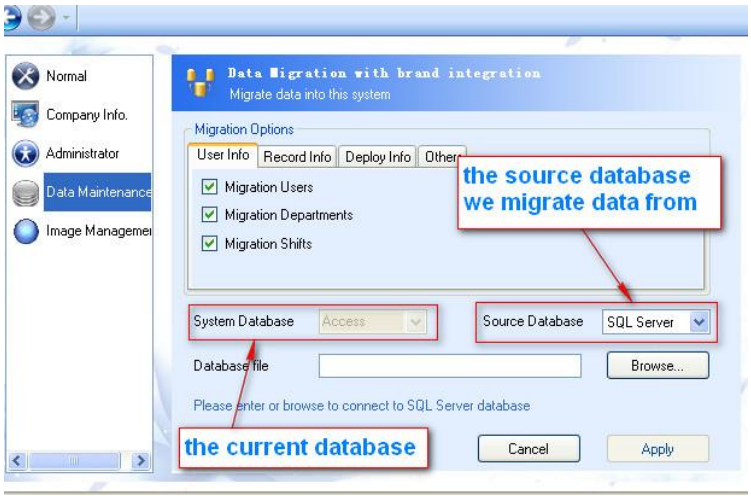
B. Data Migration



Data Migration: Migrate data from another RAMS software to the current RAMS software. It supports data migration between two Access databases, two SQL Server databases, and it also supports data migration between the Access database and the SQL Server. The Access database file is post fixed by ".mdb" or ".rdb". If it's the SQL database, it must be on the Server, and it cannot be the backup file even though the backup file is on the Server. For the backup file on the Server, you could first add the backup file data to the Microsoft SQL Server on the Local or Remote Server. Then migrate it to the RAMS software.

Integrate uncrossing user info. : it allows integrate user data from different branches to one RAMS software database. For example: there are three attendance system databases, Guangzhou HQ, Shanghai Branch and Beijng Branch. We could integrate all the data into the Attendance System of Guangzhou. But all the people should be with different Enroll ID. The subordinate relationship of the people remains the same.

Integrate crossing user info. : it allows integrating one person's info from different attendance system to the RAMS software database. (**Attentions: the Enroll ID of this person should be the same in different attendance system.**) For example: Peter's Enroll ID in Guangzhou's attendance system is 005, so his enroll id in Shanghai's attendance system must be 005 too. Let's say Peter works in the Guangzhou office in the first half of the month, and the second half of the month in Shanghai. We can integrate all of Peter's attendance record to Guangzhou's attendance system.



Migration Options:

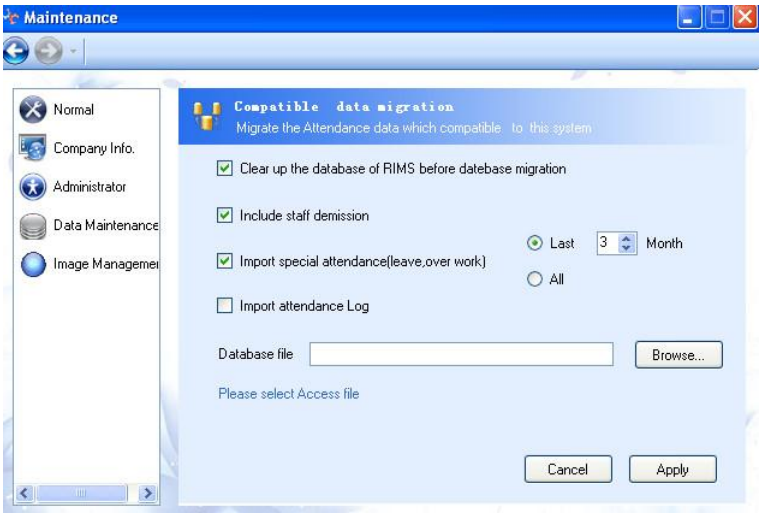
We can set the default setting here to dealing with the data collision.

Update Collision Date: when coming accross the data collision during migration, it will update the data in the system. For example: Amaris (Enroll ID is 001) in the current system(System A), there's Peter (Enroll ID is also 001) in the Source database(System B). When migrating data from System B to System A, Peter's information will cover Amaris's in the System A directly. But the attendance records of Amairs still exist in the System A. But the old attendance records of Amaris's will belongs to Peter.

Ignore Collision Date: when coming across the data collision during migration, it will ignore the collision data. As the example above, if select the "Ignore Collision Date", it will not migrate Peter's information to the current system(System A).

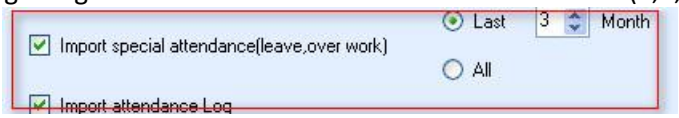
Compatible Data Migration

It supports migrating the Access database from other kind of attendance software to the RAMS software, including the following information: department, user information, attendance records, and leave records.



a. It allows migrating the data including the demission staff, leave records and attendance log.

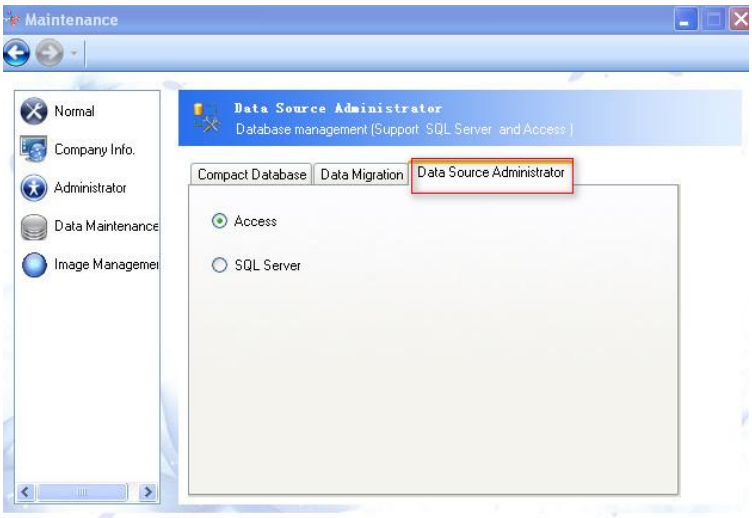
b. It allows migrating the leave and attendance record in the last 3(1,2,3,or...)months.



c. After migrating the data, please set the atteance rule according to the record, then it allows processing data in the RAMS software.

d. It takes time for the data migration. It allows doing other process at the same time. Please re-run the RAMS software when finishing the migration to enable the new database.

C. Data Source Administrator:

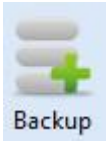


Set the database of the RAMS to the Access database or the SQL Server one.

It's defaulted to the Access database here. If you need to affect the SQL Server database, please set the Data Source Administrator to the SQL Server first.

More details about the SQL server settings, please refer to chapter 5.

4.4.2 Backup

Click 

to backup the software database.

4.4.3 Restore

Click

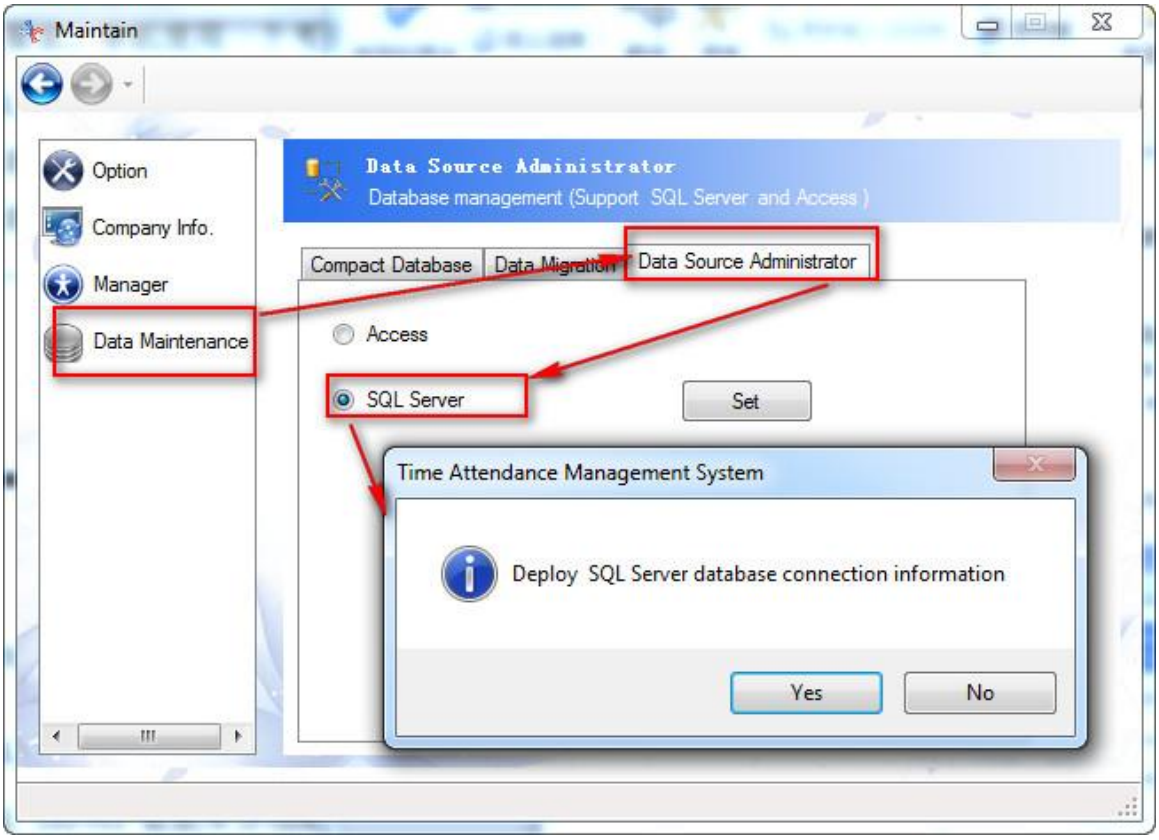
to restore the software database to a previous selected databse.

Chapter 5: Guides for the SQL Server

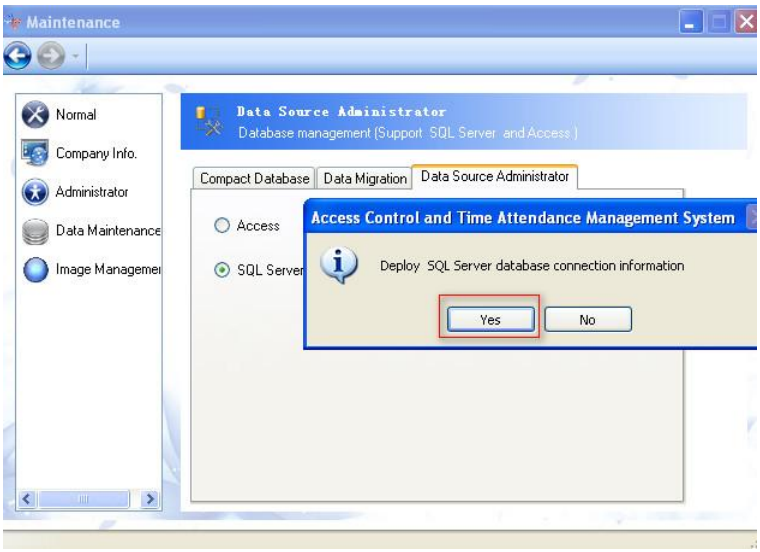
Installation and configuration of SQL database

Open the SQL2005express under the SQLexpress directory in the CD. (it allows downloading other version but above 2005.)

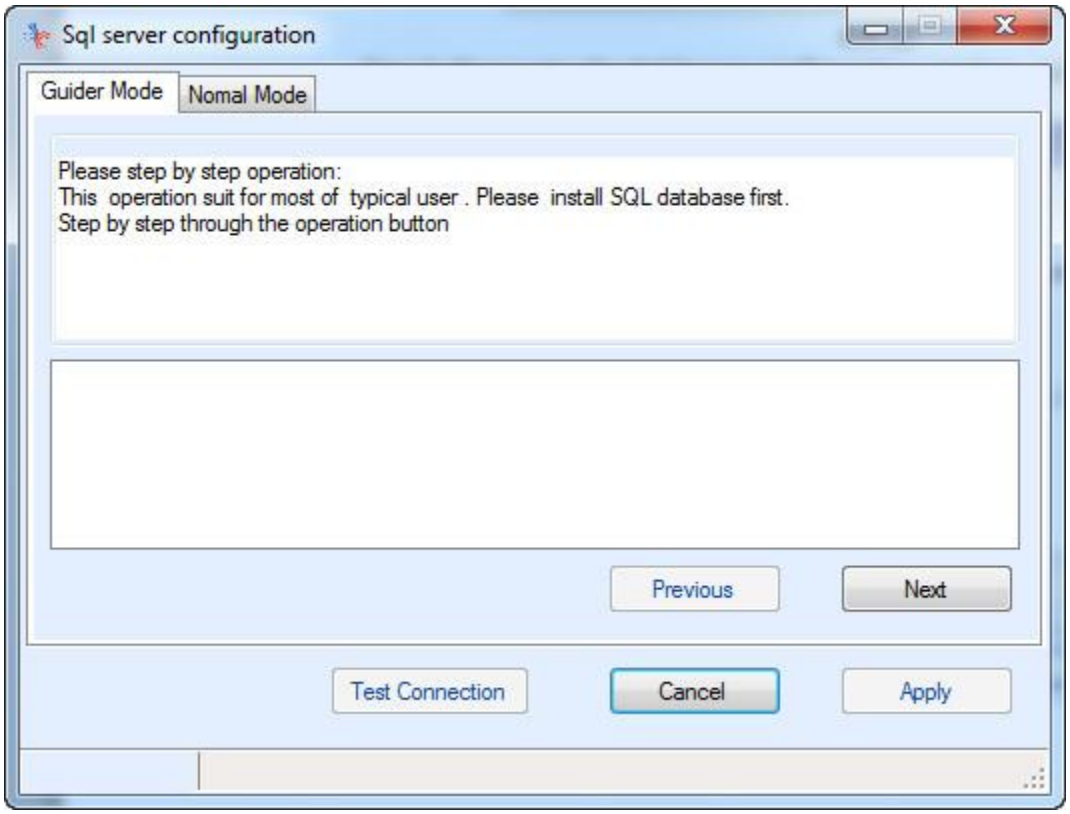
Step 1: go to the Maintenance window:

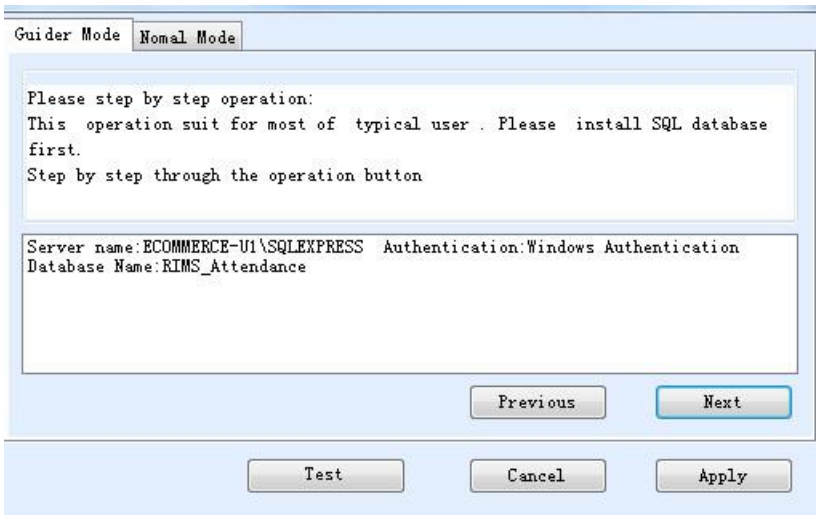


Select “SQL Server”, then click “OK” on the popup window.



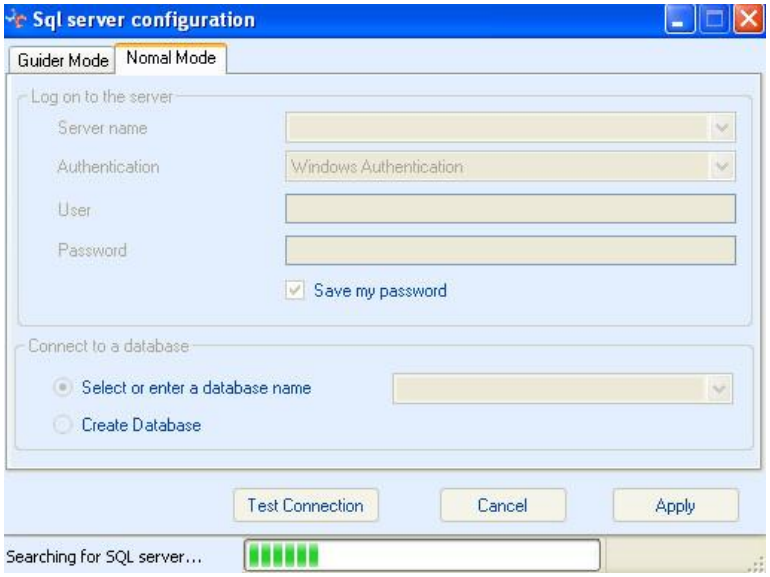
Step 2: then enter the SQL Server configuration window, as the following:



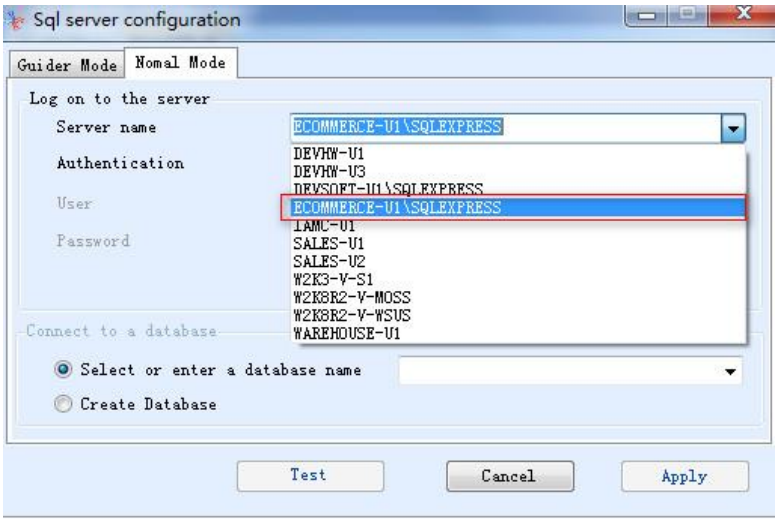


Guider Mode: it is available for almost all users. Click "Next" to check whethere there's any SQL Server on the current computer. It connects the attendance dabase on the local server by the Windows Authentication method. If there's no SQL server on the current computer, it will create a RAMS_Attendance database automatically. After finishing the Guider Mode operation, click "Apply" to affect it. Then It allows configure the SQL database now.

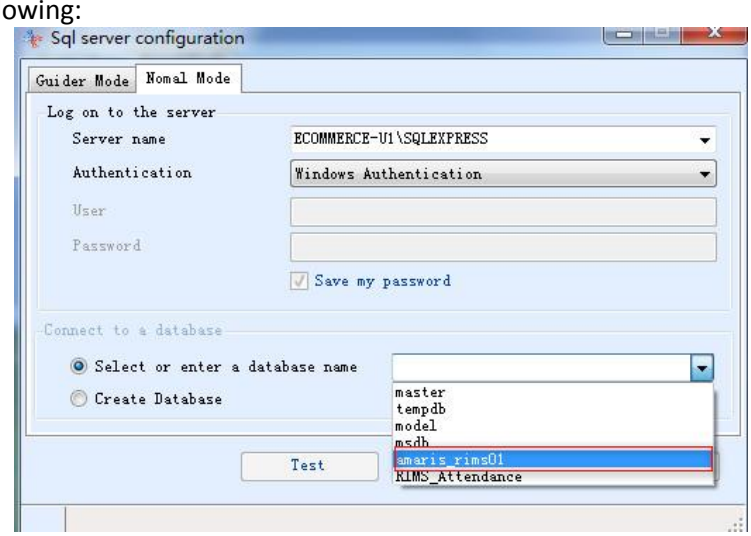
Normal Mode:



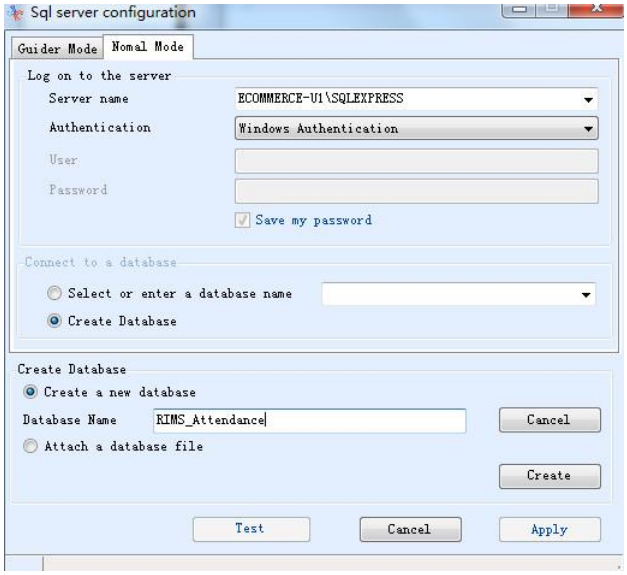
a. It allows clicking the pull-down menu to select the Server name or you could input the name of the Server directly. (it's recommended to select the Server on the pull-down menu.) Select the SQL Server you.(if you select the Server name from the pull-down menu, it shows the Server names from the whole LAN. It takes about 15 seconds to search all the server names.)



b. Select the database name from the pull-down menu or input the database name directly. As the following:



If it's the first use of the SQL Server database, please create a database, as the following:



You could create the database in the following two ways:

✧ Create a new attendance database. Please input the database name and then click “Create” to create the database.

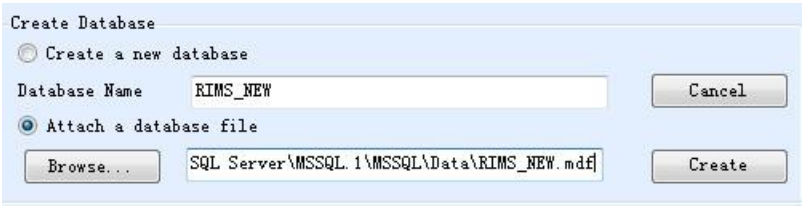
Attentions: the dabase name cannot start with the Arabic numerals. The name cannot contains any of the special characters except the underline “_”. It is recommended to start with “RAMS”.

✧ Create the database through the MDF database file in the system. Browser to get the MDF file path, as the following, then click “Create” to create a database.

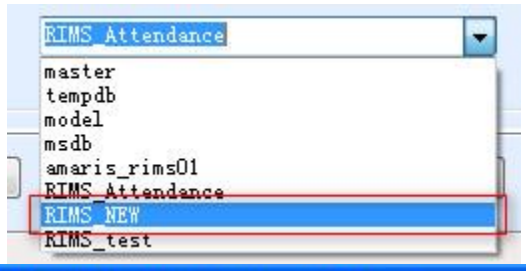
✧ Create the storage path of the database

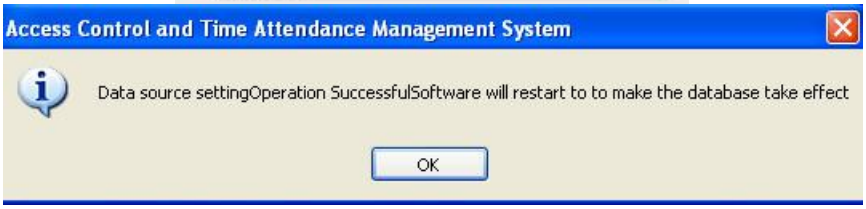
If it’s connecting to the local server, the database is in the “database” folder under the RAMS installation directory.

If it’s connecting to the remote server, the database is in the Microsoft SQL Server\MSSQL.1\MSSQL\Data folder under the SQL server installation directory.



After creating the new databse, you could select the database you just created in the pull-down menu. Click “ok” to configure the new databse. As the following:




Access Control and Time Attendance Management System
Data source settingOperation SuccessfulSoftware will restart to to make the database take effect
OK

After confugring the new database, the RAMS software will restart to affect the database to the RAMS software.

Attentions: the SQL version supports the version above SQL2005 only.

Chapter 6: Questions & Answers

1. I cannot connect the device to the computer, what can I do?

A. Check if the serial port cable is damage or not. If it's damage, please change another serial port cable.
B. Check whether the COM port of the computer has normal communication or not. If the communication is abnormal, please change to another PC communication way.
C. Check the Device ID and Port no. of the RAMS software are the same with the ones in the device.
D. If the communication way is USB communication, please check if the USB driver has been installed.
E. If it's the connection exception:

Unhandled exception has occurred in your application. If you click Continue, the application will ignore this error and attempt to continue. If you click Quit, the application will close immediately.
External component has thrown an exception.
Details
Continue
Quit

There's a conflict between the RAMS software and one another software. Close the RAMS software first, then click and run the Check.exe under the RAMS installation directory, and rerun the RAMS again.

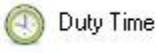
F. If it's none of the problems above, please check the communication chip of the device. If there's any exception, please change another communication chip.

2. When running the RAMS, it prompts the dialog box "The application cannot start".

It's because you haven't installed the .NET Framework completely, which leads to the initialization failure.

3. How to set the working shift and affect it to the staff in the RAMS software?

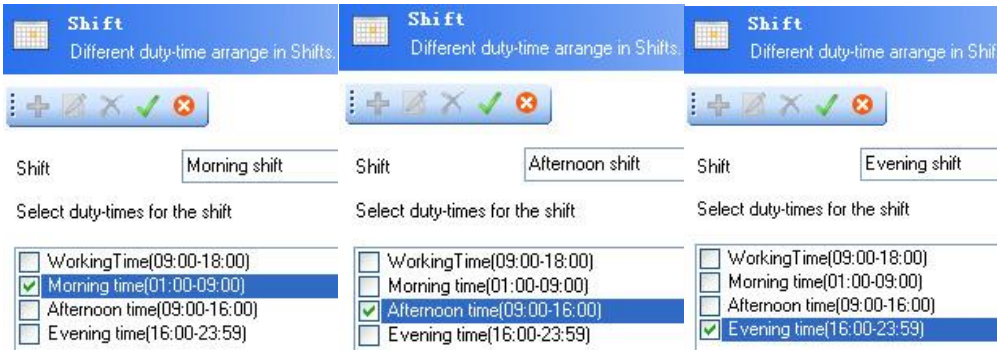
let's suppose Company A has three working shift, and people take one of them every day. RAMS set the shift to the staff automatically according to their attendance record.

Step1: go to the 

window, click to add three working shift, as the following:

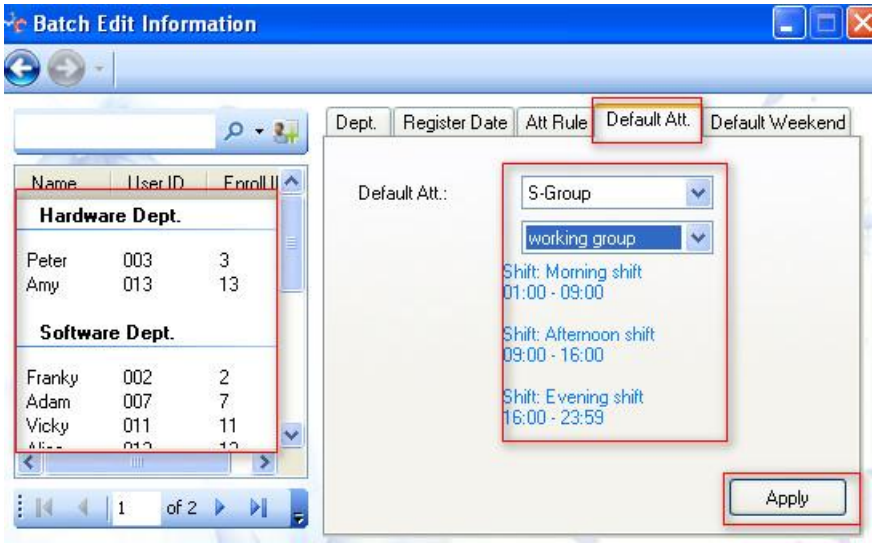
Morning time: 01:00-09:00 Afternoon time: 09:00 – 16:00 Evening time: 16:00 – 23:59

Step 2: turn to the Shift window, click to add three working shift, as the following:



Step 3: turn to S-Group window, click to add a working group:

Step 4: User Management window, click to add the new user info. Suppose there is user info in the software already. Then click Batch Edit to the popup window. Right click to choose the persons on the left column, then click “Default Att” to select “S-Group” and working group, then click “Apply” to affect the setting.



4. What is the data downloaded by the USB flash driver?

A. GLG_001.TXT: is the new attendance record.
B. AGL_001.TXT: is all the attendance record.
C. SLG_001.TXT: is the super administrator operation record.
D. AFP_001.TXT and AFP_001.DAT: are the files when you download all the enroll info.

5. How to reset the administrator password of the RAMS software.

Enter the “Maintenance” window, click Administrator , then input the “original password”, “New password” and “Re-enter password”.

If there’s no any password before, then leave the “original password” as blank.

6. How to empty all the data on the RAMS software?

Enter the “Maintenance” window, click Data Maintenance, then click Remove historical data, click “OK” in the prompt window.

Attention: all the data (including the attendance record and the user info) in the RAMS will be empty.

7. Why can’t I install the Framework?

①You’re not the system administrator of the windows;

②The installation has been estimated threatening and been stopped（you should close the anti-virus software first, restart the computer when the installation is finished）.

8. Why the Device fails to connect with PC?

①Check if the data cable of the machine is correct;

②Check if the power line is working and start up the machine;

③Check if the communication mode and parameter are correct;

④If using the USB communication, check out whether the USB driver is set up or not;

⑤If none of the above reasons, please open and run the Check.exe under the RAMS installation directory.

9. How to install the driver for the USB communication device? (The installation is no need for serial interface, TCP/IP devices)

The prompt box will display Successful Connect after the connection, insert CD and click Next step.

10. The time of the machine is not correct, what should I do?

Device Management → Normal → Synchronous Time Device (Synchronize device time and the current computer time.)

11. How to display the username on the screen of the machine? (Follow this method to copy fingerprint data when there're 2 or more machines.)

Get the Device connected; User Management → choose the Device ID (Device); right-click the chosen user → Get all Enroll → Upload Enroll → Upload Username.

12. Why there's no data in the report?

①Check if the data has been acquired;

②Check if the personnel information is written;

③Check whether the Enroll ID is in accordance with the number of the attendance machine or not;

④Check if the personnel's date of entry is correct;

⑤Check whether the default shift is correct or not;

⑥Check if the machine time, report query time is correct;

⑦Check if the data statistics has been done.

13. There are too many columns in the report, what should I do to delete some of them?

Right-click the column of the report → display/hidden columns → select the wanted/unwanted ones → save.

14. What can I set in the Attendance Rule Setting?

Attendance management → Attendance Rule: Late/Early/Absence rules, Duty time, Shift, Weekend, Holiday, Overtime Rules.

15. What can I do with the data after reinstalling operating system?

System Maintenance → Restore DB; re-input the personnel name, enroll ID (which will display in the screen of the machine when punching the card) and other information, acquire all the data again, then process the data.

16. The device cannot be entered when the administrator is changed, what should I do?

Device management → Normal → Cancel Administrative Authority; Re-enroll the administrator.

17. Is there any electronic document for help?

Right-click the blank area of the software → Help → Online User Manual

18. What operations should be handed over when the administrator's resigning?

Fingerprint enroll, backup enroll, administrator enroll, cancel administrative enrollment.